

DIRECTOR TIMELINES

Operations Manager

May

- Fill out signature cards with BSG Business Office
- Choose & order summer staff shirts
- Order summer PR giveaway item
- Summer staff plans finalized
- Collect Director Fall schedules to set fall weekly board meeting day/time
- New Director Phone Messages
- Choose Fall Board training days
- Choose Fall Recruitment date

June

- Updated Key List to University Police office
- Check with BSG on Copying/Postage account
- Re-do worn & torn signage around the station
- Order office supplies (AP printer paper, ink cartridges, regular paper, etc.)
- Research and order budgeted equipment items
- Room reservations for First Board Meeting, Fall Recruitment & Returning Members Mtg
- Schedule meeting with BSG elected officers

July

- Check with BSG Business Office for last year money carry-over & add to Line 2
- Fall Recruitment Posters & Flyers copied and ready
- Determine location for Fall Board training
- Confirm and notify fall Directors of early move-in date/time
- Set up & room reservations for fall general meetings
- Order fall PR giveaway item

August

- Summer letter to station staff sent first week of August
- Prep for Fall Board Training Meeting
- Prep for Returning Members Meeting
- Organize Class Recruitment Talks with staff
- Arrange guest speakers for fall general meetings
- Arrange station clothing choices for fall sign-up
- Confirm Office Assistant hiring and scheduling with Student Activities
- Office Assistant Training
- Fall Director Office Hours posted

September

- Updated Key List to University Police office
- Member mailboxes updated
- Member contact list updated
- Make sure conference travel plans complete
- Confirm winter sports broadcast schedule
- Post station clothing choices, money collection & order
- Select Winter sports broadcast teams
- Select Constitution Committee
- Choose Spring semester PR giveaway item for sales sponsorships

October

- Spring Board applications note up last week
- Sign up for Thanksgiving Break shifts
- Confirm Election Night plans in place

November

- Spring Director interviews
- Sign up for Finals Week & Semester Break shifts
- Sign up for end of the semester party food items
- Constitution revisions approved by Board and General Membership
- Finalize any equipment purchases or installations for Winter break

December

- Order spring PR giveaway item
- Arrange to fill department gaps over break
- Mid-year evaluation of budget
- New Director Phone Messages
- Collect spring Director schedules & set spring weekly Board meetings
- Set date & location for January Board training
- Room reservation for Returning Members Mtg.

January

- Updated Key List to University Police office
- Confirm Office Assistant hiring and scheduling with Student Activities
- Confirm and notify spring Directors of early move-in date/time
- Order office supplies (AP printer paper, ink cartridges, regular paper, etc.)
- Prep for Spring Board Training Meeting
- Prep for Returning Members Meeting
- Spring Recruitment Posters & Flyers copied and ready
- Set up & room reservations for spring general meetings
- Arrange guest speakers for spring general meetings
- Arrange station clothing choices, collection & order
- Develop following years' BSG budget & submit by BSG deadline
- Office Assistant Training

Spring Director Office Hours posted

February

Election committee setup & board approved

Sign up for Spring Break shifts

Attend BSG committee and Board meetings needed to approve budget

Choose Summer and Fall semester PR giveaway item for sales sponsorships

Approve spring sports broadcast schedule

March

Arrange to fill department gaps over spring break

Set date for end of year picnic

Select spring broadcast teams

Ensure Election Committee is set for OM Election

April

Sign up for end of the year picnic food items and teams

Train and help with transition to new Operations Manager

Fall Director Interviews

Confirm fall sports broadcast schedule

Select Fall sports broadcast teams

Sign up for finals week shifts

Summer Staff applications

FM Program Director

May

Update Priority List
Sign up for Fall shifts
Aircheck Staff
Update Filler List
Clean out No-Play file in Selector
Approve monthly Production Voice script
Compile Countdown list each week and distribute to Website, PR & Music Directors
Meet weekly with Music, OM and GM for Music Meeting & update rotations

June

Aircheck Staff
Update Filler List
Clean out No-Play file in Selector
Grade check for fall on-air eligibility with Koz
Approve monthly Production Voice script
Compile Countdown list each week and distribute to Website, PR & Music Directors
Meet weekly with Music, OM and GM for Music Meeting & update rotations

July

Aircheck Staff
Update Filler List
Clean out No-Play file in Selector
Approve monthly Production Voice script
Compile Countdown list each week and distribute to Website, PR & Music Directors
Meet weekly with Music, OM and GM for Music Meeting & update rotations

August

Aircheck Staff
Update Filler List
Clean out No-Play file in Selector
Approve monthly Production Voice script
Plan for and help OM run Returning Members Meeting
Compile Countdown list each week and distribute to Website, PR & Music Directors
Meet weekly with Music, OM and GM for Music Meeting & update rotations

September

Update Priority List
Aircheck Staff
Update Filler List
Clean out No-Play file in Selector
Approve monthly Production Voice script
Approve winter sports broadcast schedule

Compile Countdown list each week and distribute to Website, PR & Music Directors
Meet weekly with Music, OM and GM for Music Meeting & update rotations

October

Sign up for Thanksgiving Break shifts
Update Priority List
Aircheck Staff
Update Filler List
Clean out No-Play file in Selector
Approve monthly Production Voice script
Compile Countdown list each week and distribute to Website, PR & Music Directors
Meet weekly with Music, OM and GM for Music Meeting & update rotations

November

Sign up for Finals Week & Semester Break shifts
Add Holiday music starting day after Thanksgiving
Update Priority List
Aircheck Staff
Update Filler List
Clean out No-Play file in Selector
Approve monthly Production Voice script
Compile Countdown list each week and distribute to Website, PR & Music Directors
Meet weekly with Music, OM and GM for Music Meeting & update rotations

December

With Music, develop end of the year Top Songs countdown list
Update Priority List
Sign up for Spring shifts
Aircheck Staff
Update Filler List
Take Holiday music out of rotation starting 12/26
Clean out No-Play file in Selector
Approve monthly Production Voice script
Compile Countdown list each week and distribute to Website, PR & Music Directors
Meet weekly with Music, OM and GM for Music Meeting & update rotations

January

Update Filler List
Clean out No-Play file in Selector
Grade check for fall on-air eligibility with Koz
Approve monthly Production Voice script
Plan for and help OM run Returning Members Meeting
Compile Countdown list each week and distribute to Website, PR & Music Directors
Meet weekly with Music, OM and GM for Music Meeting & update rotations

February

Sign up for Spring Break shifts

Update Priority List

Aircheck Staff

Update Filler List

Clean out No-Play file in Selector

Approve monthly Production Voice script

Compile Countdown list each week and distribute to Website, PR & Music Directors

Meet weekly with Music, OM and GM for Music Meeting & update rotations

March

Update Priority List

Aircheck Staff

Update Filler List

Clean out No-Play file in Selector

Approve monthly Production Voice script

Compile Countdown list each week and distribute to Website, PR & Music Directors

Meet weekly with Music, OM and GM for Music Meeting & update rotations

April

Update Priority List

Aircheck Staff

Update Filler List

Finals Week schedule sign-up

Clean out No-Play file in Selector

Approve monthly Production Voice script

Compile Countdown list each week and distribute to Website, PR & Music Directors

Meet weekly with Music, OM and GM for Music Meeting & update rotations

Approve fall sports broadcast schedule

News Director

May

Update Priority List

Aircheck staff

Sign up for Fall shifts

Draft monthly event coverage plan

Weekly update Date File

Clean out & purge News File in AudioVault

June

July

August

Train new staff on AudioVault & Newsroom equipment

Finalize newscast schedule

September

Train new staff

Update Priority List

Aircheck staff

Begin planning for Election Night coverage

Send out School Closing code confirmation letters to schools

Draft monthly event plan

Weekly update Date File

Clean out & purge News File in AudioVault

October

Update Priority List

Aircheck staff

Finalize Election coverage plan with locations & FM PD

Draft monthly event plan

Weekly update Date File

Clean out & purge News File in AudioVault

November

Update Priority List

Aircheck staff

Draft monthly event plan

Weekly update Date File

Clean out & purge News File in AudioVault

December

Update Priority List

Aircheck staff

Sign up for Spring shifts

Draft monthly event plan

Weekly update Date File

Clean out & purge News File in AudioVault

January

Train new staff on AudioVault & Newsroom equipment

Finalize newscast schedule

Update Priority List

Aircheck staff

Weekly update Date File

Clean out & purge News File in AudioVault

February

Train new staff

Update Priority List

Aircheck staff

Draft monthly event plan

Weekly update Date File

Clean out & purge News File in AudioVault

March

Update Priority List

Aircheck staff

Draft monthly event plan

Weekly update Date File

Clean out & purge News File in AudioVault

April

Update Priority List

Aircheck staff

Draft monthly event plan

Weekly update Date File

Clean out & purge News File in AudioVault

Sports Director

May

Update Priority List

Aircheck staff

Sign up for Fall shifts

Final selection of fall broadcast teams

Arrange summer event coverage (Red Wings, Bisons, Rattlers, Rhinos, Blue Jays, Baseball Hall ceremony, Jets camp, Syracuse camp, Watkins Glen)

Organize Rochester LPGA coverage team

Clean out & purge Sports File in AudioVault

June

Arrange for Baseball HOF Induction credentials

Arrange for NY Jets training camp credentials

Arrange for Watkins Glen credentials

July

August

Rochester LPGA coverage

Generic promo for fall sports starting third week of August

With Engineering Director, check out sports remote equipment

Draft Fall sports event coverage calendar

Draft Board Op schedule for fall broadcasts

September

Train new staff

Update Priority List

Aircheck staff

Finalize winter sports broadcast schedule and have FM PD and Board approve

Demos acquired from Hockey & Basketball coaches

Note up for winter broadcast team applications

Confirm Sabres and Amerks press passes

Clean out & purge Sports File in AudioVault

October

Update Priority List

Aircheck staff

Pick up NHL media guide CD from Sabres at a home game

Clean out & purge Sports File in AudioVault

Draft Board Op schedule for winter broadcasts

November

Update Priority List
Aircheck staff
Draft winter sports coverage calendar
Clean out & purge Sports File in AudioVault
Confirm Knighthawks, Razorsharks, Lancers & Bandits credentials

December

Update Priority List
Aircheck staff
Sign up for Spring sportscasts
Arrange event coverage for break
Clean out & purge Sports File in AudioVault

January

Update Priority List
Aircheck staff
With Engineering Director, check out sports remote equipment
Clean out & purge Sports File in AudioVault

February

Train new staff
Update Priority List
Aircheck staff
Finalize any game credentials for spring break coverage
Draft spring broadcast schedule & have approved by FM PD & Board
Note for spring broadcast team applications
Clean out & purge Sports File in AudioVault
Draft Board Op schedule for spring broadcasts

March

Update Priority List
Aircheck staff
Draft spring sports event coverage calendar
Confirm Red Wings, Bisons & Blue Jays press passes
Clean out & purge Sports File in AudioVault
Draft next year's sports broadcast schedule and have FM PD & OM approve
Distribute sales package to Sales department & sports staff.

April

Update Priority List
Aircheck staff
Draft monthly event plan
Contact local high schools for football schedules
Draft HS football broadcast schedule

Demo football CD acquired from Football coach
Note up for fall sports broadcast applications
Clean out & purge Sports File in AudioVault

Public Relations Director

May

Train staff & organize summer PR materials and promotions
Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Put prizes in the prize cabinet daily
Update winners list for the booth

June

Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Put prizes in the prize cabinet daily
Update winners list for the booth

July

Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Put prizes in the prize cabinet daily
Update winners list for the booth

August

Posters/Flyers for Recruitment Meeting designed and copied
Plan and post September PR on and off campus PR events
Meet with Assistant Athletic Director to organize fall game appearances
Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Put prizes in the prize cabinet daily
Update winners list for the booth

September

Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Train new staff
Plan and post October PR on and off campus PR events
Organize Hilton Apple Festival appearance
Confirm & PR for Coats for Kids promotion
Confirm & PR for Dress Your Pet promotion
Put prizes in the prize cabinet daily
Update winners list for the booth
Select date for Spring golf tournament & details to Sales for sponsorship opportunities

October

Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Plan and post November PR on and off campus PR events
Meet with Assistant Athletic Director to organize winter game appearances
Put prizes in the prize cabinet daily
Update winners list for the booth

November

Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Plan and post December PR on and off campus PR events
Put prizes in the prize cabinet daily
Update winners list for the booth
Corporate letters sent for golf tournament prizes

December

Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Put prizes in the prize cabinet daily
Update winners list for the booth

January

Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Posters/Flyers for Recruitment Meeting designed and copied
Organize Class Recruitment Talks with staff
Organize Spring Recruitment PR events
Put prizes in the prize cabinet daily
Update winners list for the booth
Plan and post February PR on and off campus PR events

February

Train new staff
Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Put prizes in the prize cabinet daily
Update winners list for the booth
Plan and post March PR on and off campus PR events
Start PR for golf tournament

March

Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Put prizes in the prize cabinet daily

Update winners list for the booth
Finalize Golf Tournament details
Select dates for fall Coats for Kids & Dress Your Pet events & details to Sales for sponsorship opportunities
Plan and post April PR on and off campus PR events

April

Produce Freeway Giveaway prize live read and distribute to Web & Production each Friday morning
Put prizes in the prize cabinet daily
Update winners list for the booth
Plan and post May PR on and off campus PR events
Draft Summer PR appearance schedule

Sales Director

May

Meet with 52-week clients to introduce new contact and/or renew starting June 1
Sell fall schedules & event sponsorships
Finalize fall Bookstore advertising

June

July

August

Sell winter sports
Sell Hilton Apple Festival handouts
Set-up new member training program

September

Sell winter high school sports
Sell Hilton Apple Festival handouts
Conduct new member training

October

Sell winter high school sports
Develop spring plans & one-sheets

November

Sell spring schedules & event sponsorships
Finalize Book Buy-Back account with bookstore
Sell Golf Tournament sponsorships

December

Sell spring schedules & event sponsorships
Sell Golf Tournament sponsorships

January

Set-up new member training program
Sell Golf Tournament sponsorships

February

Conduct new member training
Finalize Golf Tournament sponsorships

March

Develop summer/fall plans & one-sheets

Sell fall sports sponsorships

Sell Coats for Kids and Dress Your Pet sponsorships

Finalize Book Buy-Back account with bookstore

April

Sell summer/fall schedules & event sponsorships

Sell fall sports sponsorships

Sell Coats for Kids and Dress Your Pet sponsorships

Production Director

May

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Update “35 Live” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

June

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

July

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

August

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

September

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Train new staff
Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

October

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

November

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

December

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

January

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

February

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Train new staff
Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

March

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday

Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

April

Purge AudioVault & Adobe Audition of old files
Brainstorm, have approved by FM PD & send out monthly voice-talent script
Record new Freeway Giveaway promo each Friday
Update “Countdown” and “New This Week” promos each week
Update replacements & record new national PSA’s weekly
Archive the best product for use in contests

Website Director

May

Update prize listings weekly
Update Top Song list weekly
Change Director contact page
Purge old month and update Events Page

June

Update prize listings weekly
Update Top Song list weekly
Purge old month and update Events Page

July

Update prize listings weekly
Update Top Song list weekly
Purge old month and update Events Page

August

Update prize listings weekly
Update Top Song list weekly
Purge old month and update Events Page
Post fall sports broadcast schedule

September

Update prize listings weekly
Update Top Song list weekly
Review all web links and eliminate dead ones
Purge old month and update Events Page
Train new staff

October

Update prize listings weekly
Update Top Song list weekly
Purge old month and update Events Page
Post winter sports broadcast schedule

November

Update prize listings weekly
Update Top Song list weekly
Purge old month and update Events Page

December

Post year-end Top 89 list to website

Update prize listings weekly
Update Top Song list weekly
Change Director contact page
Purge old month and update Events Page

January

Update prize listings weekly
Update Top Song list weekly
Purge old month and update Events Page

February

Train new staff
Update prize listings weekly
Update Top Song list weekly
Review all web links and eliminate dead ones
Purge old month and update Events Page
Post spring sports broadcast schedule

March

Update prize listings weekly
Update Top Song list weekly
Purge old month and update Events Page

April

Update prize listings weekly
Update Top Song list weekly
Purge old month and update Events Page

Engineering Director

May

Work with new OM in planning summer equipment purchases
Weekly contact (e-mail/phone/in person) with contract Chief Engineer

June

July

August

Review Spot Check sheet & make necessary changes
Weekly contact (e-mail/phone/in person) with contract Chief Engineer
BSG Equipment inventory
With Sports Director, check out sports remote equipment

September

Train new staff
Conduct Spot Checks
Weekly equipment maintenance & cleaning in all five studios
Assist Circuit Program Director with new staff training
Weekly contact (e-mail/phone/in person) with contract Chief Engineer

October

Conduct Spot Checks
Weekly equipment maintenance & cleaning in all five studios
Weekly contact (e-mail/phone/in person) with contract Chief Engineer

November

Conduct Spot Checks
Weekly equipment maintenance & cleaning in all five studios
Weekly contact (e-mail/phone/in person) with contract Chief Engineer

December

Conduct Spot Checks
Weekly equipment maintenance & cleaning in all five studios
Weekly contact (e-mail/phone/in person) with contract Chief Engineer

January

Review Spot Check sheet & make necessary changes
Weekly contact (e-mail/phone/in person) with contract Chief Engineer
Brainstorm and research next year's equipment budget items
With Sports Director, check out sports remote equipment

February

Train new staff

Conduct Spot Checks

Weekly equipment maintenance & cleaning in all five studios

Assist Circuit Program Director with new staff training

Weekly contact (e-mail/phone/in person) with contract Chief Engineer

March

Conduct Spot Checks

Weekly equipment maintenance & cleaning in all five studios

Weekly contact (e-mail/phone/in person) with contract Chief Engineer

April

Conduct Spot Checks

Weekly equipment maintenance & cleaning in all five studios

Weekly contact (e-mail/phone/in person) with contract Chief Engineer

Circuit Program Director

May

Sign up returning members for fall shifts

June

July

August

Setup training schedule for new staff

With Public Relations Director, set up staff team-building events for the semester

September

Training & scheduling new staff

Aircheck staff weekly

Monthly 1-on-1's with individual DJ's to review aircheck

Meet with FM PD to discuss possible promotees

October

Aircheck staff weekly

Monthly 1-on-1's with individual DJ's to review aircheck

Meet with FM PD to discuss possible promotees

November

Aircheck staff weekly

Monthly 1-on-1's with individual DJ's to review aircheck

Meet with FM PD to discuss possible promotees

December

Sign up returning members for spring shifts

Aircheck staff weekly

Monthly 1-on-1's with individual DJ's to review aircheck

Meet with FM PD to discuss possible promotees

January

With Public Relations Director, set up staff team-building events for the semester

February

Training & scheduling new staff

Aircheck staff weekly

Monthly 1-on-1's with individual DJ's to review aircheck

Meet with FM PD to discuss possible promotees

March

Aircheck staff weekly

Monthly 1-on-1's with individual DJ's to review aircheck

Meet with FM PD to discuss possible promotees

April

Aircheck staff weekly

Monthly 1-on-1's with individual DJ's to review aircheck

Meet with FM PD to discuss possible promotees

Music Director

May

Contact record companies for Fall giveaway items

Research new song releases & bring to weekly music meeting with FMPD, OM & GM

June

Contact record companies for Fall giveaway items

Research new song releases & bring to weekly music meeting with FMPD, OM & GM

July

Contact record companies for Fall giveaway items

Research new song releases & bring to weekly music meeting with FMPD, OM & GM

August

Arrange backstage interviews with bands playing locally

With FM PD, and OM, set time for fall semester music meetings

Arrange with Stylus Lifestyles editor to publish weekly reviews & countdown

Assign and oversee music CD reviews & CD filing

Approve music reviews and pass on to Website Director

Research new song releases & bring to weekly music meeting with FMPD, OM & GM

September

Train new staff

Arrange backstage interviews with bands playing locally

Assign and oversee music CD reviews & CD filing

Approve music reviews and pass on to Website Director

Research new song releases & bring to weekly music meeting with FMPD, OM & GM

October

Arrange backstage interviews with bands playing locally

Assign and oversee music CD reviews & CD filing

Approve music reviews and pass on to Website Director

Research new song releases & bring to weekly music meeting with FMPD, OM & GM

November

Arrange backstage interviews with bands playing locally

Assign and oversee music CD reviews & CD filing

Approve music reviews and pass on to Website Director

Research new song releases & bring to weekly music meeting with FMPD, OM & GM

December

With FM PD, develop end of the year Top Songs countdown

Make arrangements for weekly semester break music meetings
With FM PD, and OM, set time for spring semester music meetings
Arrange backstage interviews with bands playing locally
Assign and oversee music CD reviews & CD filing
Approve music reviews and pass on to Website Director
Research new song releases & bring to weekly music meeting with FMPD, OM & GM

January

Arrange backstage interviews with bands playing locally
Arrange with Stylus Lifestyles editor to publish weekly reviews & countdown
Assign and oversee music CD reviews & CD filing
Approve music reviews and pass on to Website Director
Research new song releases & bring to weekly music meeting with FMPD, OM & GM

February

Train new staff
Arrange backstage interviews with bands playing locally
Assign and oversee music CD reviews & CD filing
Approve music reviews and pass on to Website Director
Research new song releases & bring to weekly music meeting with FMPD, OM & GM

March

Arrange backstage interviews with bands playing locally
Assign and oversee music CD reviews & CD filing
Approve music reviews and pass on to Website Director
Research new song releases & bring to weekly music meeting with FMPD, OM & GM

April

Arrange backstage interviews with bands playing locally
Assign and oversee music CD reviews & CD filing
Approve music reviews and pass on to Website Director
Research new song releases & bring to weekly music meeting with FMPD, OM & GM