

TO: Foreign Language Department Students

FROM: Mary Seville, Travel Abroad Coordinator

DATE: November 2, 2020

SUBJECT: OPEN HOUSE

Are you ready for a summer you will never forget? Then you will want to sign up for this year's Travel Abroad Program. You will travel to the country that famous writers like Virgil, Horace and Dante called home. The music of Vivaldi, Verdi, and Puccini will come to life. You will visit art museums exhibiting the art of native sons such as Michelangelo Buonarotti and Giovanni Bellini.

By now you have probably guessed that we will be taking a trip to Italy this summer. Touring **Rome, Florence, Venice, and Naples** gives you the opportunity to experience firsthand the people, the culture, the history and the cuisine of Italy.

If you are interested in learning more about traveling to Italy this summer, attend our open house on November 15 at 3:30 in Room 314.

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TO: Foreign Language Teachers

FROM: Mary Seville, Travel Abroad Coordinator

DATE: November 2, 2020

SUBJECT: OPEN HOUSE

I've enclosed copies of a memo announcing the open house for the Travel Abroad Program. Please distribute the memo to students in your classes.

Last year we had 25 students participate in the trip to England. If you had the opportunity to talk with them about this experience, you know that the trip was very worthwhile and gave them memories that will last a lifetime. I am confident that the trip to Italy will be just as rewarding to those who participate. As you know, the experiences students gain from traveling abroad cannot be replicated in the classroom.

I appreciate your support of the program and your help in promoting it with your students.

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Enclosure

TO: Foreign Language Faculty

FROM: Karla A. Washburn

DATE: December 1, 2020

SUBJECT: TRAVEL ABROAD COORDINATOR

As you may have heard by now, Mary Seville announced her plans to retire at the end of next summer. In addition to hiring a new French teacher, we will need to replace Mary as our Travel Abroad Coordinator. This will be a very difficult task; Mary has done an excellent job.

If you are interested in this position, please let me know before you leave for the winter break. I would like to fill the position early next semester. This will allow the new coordinator to work with Mary as she plans this year's trip. The new coordinator would be expected to travel with Mary and the students to Italy this summer.

We also need to start thinking about a retirement party for Mary. If you are interested in being on the retirement party committee, please let me know.

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TO: Drama Students

FROM: Ms. Fairbanks

DATE: November 1, 2020

SUBJECT: SELECTION OF SPRING PLAY

There are three plays that I would like you to consider for next semester's performance. They include:

The Importance of Being Earnest, a comedy written by Oscar Wilde. In the play Jack Worthington has a complicated courtship with Lady Bracknell's daughter, Gwendolen. His ward, Cecily, has fallen in love with his friend Algernon.

A Delicate Balance, a comedy written by Edward Atbee. The play is a funny look at love, compassion, and the bonds of friendship and family.

A Comedy of Errors, a comedy written by William Shakespeare. The play is about mistaken identities of twins.

I have placed copies of the plays in the library on reserve. Please look them over by November 25 so that we can discuss them in class that day. We will need to make a decision before December 1 so that I can order the playbooks.

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TO: Office Staff

FROM: Jennifer Green, General Manager

DATE: March 15, 2020

SUBJECT: NEW BOX OFFICE COORDINATOR

Rebecca Dunwoody has been hired to replace DeWayne Hughes as our box office coordinator. DeWayne has decided to return to school to start work on a Master of Business Administration degree. As you are aware, DeWayne has been a valuable asset to our organization for the past five years.

It was not easy finding a person with similar qualifications to replace DeWayne. His enthusiasm and love of music combined with a degree in music as well as a minor in business administration made the job particularly difficult. However, we believe we were successful when we were able to hire Ms. Dunwoody. She is a recent graduate of NYC's music program. While completing her degree, she worked as an assistant for the business manager of one of our competitors.

Please extend your appreciation and best wishes to DeWayne before he leaves on March 30 and welcome Rebecca when she arrives on March 25.

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TO: Mission Statement Committee

FROM: Jason R. Roberts, Chair

DATE: Current

SUBJECT: MISSION STATEMENT

As we develop our mission statement, we may want to review some of the mission statements of other symphonies. I have already looked at several on the Web. San Francisco's was one that I felt we could model ours after.

They have an overall mission statement followed by specific artistic, community, and organizational goals. I felt their community goals were particularly good, three of them being most appropriate for our organization:

1. Provide musical enrichment to the widest possible audiences.
2. Develop music education for a culturally diverse community.
3. Strengthen orchestra training for young musicians.

To view the complete mission statement, go to <http://www.sfsymphony.org/info/mission.htm>. I'll look forward to working with you at our next committee meeting.

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