

## 2003-04 Major Institutional Publications

(Approved Off-Campus Printing)

Ref #	Job Title	Client Dept./Off
0001	A&S Viewbook	Admissions, A & S
0002 A B	About Oberlin Newsletter, <i>not done in 02-03; may be revived in 03-04. Multi-purpose pub.</i>	College Relations/ Development
0005	All Roads Lead To Oberlin Invitation	Admissions, A & S
0006	Allen Memorial Art Museum Annual Report	A & S Division
0007	Allen Memorial Art Museum Bulletin	A & S Division
0008	Allen Memorial Art Museum Exhibition Catalog(s)	A & S Division
0013	Alumni Council Handbook	Alumni Association
0014	Alumni Interview Request Card	Admissions, A & S
0015	Allen Memorial Art Museum Newsletter	A & S Division
0019	Application Part 1	Admissions, A & S
0020	Application, Part 2, Supplemental Forms	Admissions, A & S
0022	Artist Recital Series Brochure	Conservatory
0023	Artist Recital Series Concert Programs Cover <u>inside pages are an on-campus job</u>	Conservatory
0024 A-E	Arts & Sciences Search Brochure (3 Reply Cards/Envelopes)	Admissions, A & S
0025	Audited Financial Statements	VP Finance
0026	Baroque Performance Institute Brochure	Con, Outreach Programs
0027	Beauty Poster	Admissions, A & S
0028	Bicycling in Oberlin Brochure	Safety and Security

0029	Blue Light (Emergency) Brochure	Safety and Security
0034	Business Policy Handbook	Human Resources
0036 A-B	Campus Directory (Fussers), Parts 1 and 2	College Relations
0039	Campus Visit Brochure	Admissions, A & S
0040	Chemistry Department Annual Report	A & S Division
0042	Commencement Program, <i>for Commencement ceremony</i>	Secretary's Office
0043	Commencement-Reunion Weekend Final Program	Secretary's Office
0044	Con Admissions Summer Newsletter	Con Admissions
0045	Concert And Events Guide	Conservatory
0047	Concerts & Recitals	Admissions, Con
0048	Conservatory Application For Admission	Admissions, Con
0050 A B	Conservatory Search Poster and Reply Card	Admissions, Con
0050 C	Conservatory Search Envelopes	Admissions, Con
0052 A-U	Program Description Information Sheets and Faculty Biography Information Sheets	Admissions, Con
0053	Alumni Class Trustee Ballots	Secretary's Office
0055	Course Catalog 2004-05	Admissions, A & S
0062	Environmental Studies Program Newsletter	A & S Division
0063	Financial Aid brochure	Admissions, A & S
0066	Flute Institute Brochure	Con, Outreach Programs
0068 A-C	Follow the Morning Star Video Sleeve, Label, Insert <i>Duping video tape does not come out of the printing line</i>	Admissions, A & S
0071	General Campaign Appeal	Campaign
0074	Healthwise Handbook	Human Resources
0076	High-school Visit Poster	Admissions, A & S

0078	Institute Of Voice Performance Pedagogy Brochure	Con, Outreach Programs
0079	International Students Handbook (may not be done off-campus)	Dean of Studies
0082	JFO Follow-up Letter	Development
0083	JFO Letter	Development
0087	Library Perspectives Newsletter	A & S Division
0088	Mathematics Department Newsletter	A & S Division
0090	Student Handbook (Rules & Regs.)	Dean of Students
0091	New Student Photo Book	College Relations
0092 ABCD	Oberlin Alumni Magazine (4 Issues)	College Relations
0094	Oberlin Fund #1	Oberlin Fund
0095	Oberlin Fund #2	Oberlin Fund
0096	Oberlin Fund #3	Oberlin Fund
0097	Oberlin Fund #4 (Tentative)	Oberlin Fund
0098	Oberlin In Italy Brochure	Con, Outreach Programs
0103	Organ Conference (June 2002) Brochure	Conservatory
0104	Orientation Schedule	Student Union
0105	Parents Weekend Invitation	Dean of Students
0107	Percussion Institute Brochure	Con, Outreach Programs
0108	Piano Festival And Competition Brochure	Con, Outreach Programs
0109	Post Card, re: Pledge "Collection"	Development
0113	Psychology Department Oberlin Psychologist: Newsletter	A & S Division
0114	Recreation Center Calendar	A & S Division
0117	Reunion Directories	Alumni Association
0118	Safety And Security Brochure	Safety and Security

0119	Science brochure	Admissions, A & S
0125	Student Shuttle System Brochure	Safety and Security
0126	Studio Art Case Statement	Campaign
0127	Summer Music Brochure	Conservatory
0128	Teacher Education Brochure	President's Office
0129 A	The Oberlin Conservatory Magazine; Conservatory Public Relations	Con Public Relations
0129 B	The Oberlin Conservatory Magazine; Conservatory Admissions	Admissions, Con
0130	Theater & Dance Alumni Newsletter	A & S Division
0131	Transfer Student Application	Admissions, A & S
0132	Travel Brochure	Admissions, A & S
0135	Vocal Academy For High School Students Brochure	Con, Outreach Programs
0139	Workshops In Electronic & Computer Music Brochure	Con, Outreach Programs
0141	Youth Bowling Program Flyer	Student Union
0150	Reunion Schedule, <i>is this the same as #0117 Reunion Directories?</i>	Alumni Association / Commencement
0151	Alumni Lunch Schedule	Alumni Association / Commencement
0152	Term Bills	Student Accounts
0153	Residential Dining Brochure	Dining Services
0154	Faculty Support Brochure	Development
0155	Student Scholarship Brochure	Development
0156	Prompter	Development
0157	President's Annual Report	College Relations/ Development
0158	Black Box Theater Mini Campaign Brochure	Development/ Campaign
0159	Studio Space Mini Campaign Brochure, <i>is this the same as #0126 Studio Art Case Statement?</i>	Development/ Campaign
0160		

	Brochure	Campaign
0161	Audition Date Postcards	Admissions, Con
0162	Blank Postcards	Admissions, Con
0163	Pocket Folders	Admissions, Con
0164	First-year Seminar Program Catalog	A & S Division
0165	Field Magazines and Oberlin College Press Publications	Oberlin College Press
0166	Ombudsperson Brochure	Office of the Ombudsperson
0167	OCDC Brochure	Office of the Ombudsperson
0168	Commencement Mailing Envelopes	Stewardship
0169	Commencement Invitation Cards	Stewardship
0170	Senior Picnic Cards	Stewardship
0171	President's Invitation Package	Stewardship
0172	Non-Custodial Parent Statements	Stewardship
0173	Acknowledgements	Stewardship
0174	Gift Receipt Stationery & Pledge	Stewardship
1075	Window Envelope for Gift & Pledge	Stewardship
0176	Matching Gift Receipt	Stewardship
0177	Pledge Reminders	Stewardship
0178	Drag Ball foil stamp tickets	
0179	College Service Invoices-4 part NCR	
0180	Change of Grade – 5 part NCR	Dean of Studies
0181	1835 Fund mailing	
0182	Student Health Pamphlets	
0183	Oberlin Business Scholars Winter Term Project Program	Development