

OFF THE RECORD ORGANIZER



FORMS

Title	Link	Description
Writer Progress Sheet	OTR WRITERS PRO…	Copyediting assignments
Contact Sheet	OTR STAFF ROSTER…	Staff info
Artist Outreach	OTR ARTIST OUTRE…	
Submission and Request form	OTR SUBMISSION A…	Can find the google form here
Final Draft Drive	FINAL DRAFT (ISSU…	Submit finalized versions here
Copyediting Form	COPYEDITING SUBMISSIONS	Can find writers submissions here

PROJECTS



Week 1 (3/4-3/8)

Project	Task	Status	Due Date
UC Comparisons	UCompare_ Mu…	Completed	3/13
Advertise for Off the Market	Poster on Insta	Completed	3/12

Week 2 (3/11-3/15)

Project	Task	Status	Due Date
Dina Sove Interview	Dina Dove Inter…	Completed	4/5
Women in Music	"Women In Mus…	Completed	4/5



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Week 3 (3/18-3/22)

Project	Task	Status	Due Date
Viva Interview	Viva Interview - …	Completed	4/5