



## Communicator Resources (updated 1/30/12)

This list is updated once a semester. Please send corrections and suggested additions to Marcie Aboff; [maboff@ur.rutgers.edu](mailto:maboff@ur.rutgers.edu)

<b>For information about ...</b>	<b>Unit</b>	<b>Contact</b>	<b>Contact information</b>
<b>Communication Guidelines, Policies</b>			
<i>University Relations Policies</i>	Office of the Vice President	Paula Henry	848-932-4299; <a href="mailto:phenry@oldqueens.edu">phenry@oldqueens.edu</a> <a href="http://policies.rutgers.edu/contents80.shtml">http://policies.rutgers.edu/contents80.shtml</a>
<i>Advertising Policy; placing external paid media</i>	Strategic Communications	Jessica DePaul	732-932-7084, ext. 605; <a href="mailto:jdepaul@ur.rutgers.edu">jdepaul@ur.rutgers.edu</a> or <a href="http://adreview.rutgers.edu">http://adreview.rutgers.edu</a>
<i>Professional photography or filming on campus</i>	Community Affairs	Arlana Arrington	732-932-7823, ext. 677; <a href="mailto:aarrington@ur.rutgers.edu">aarrington@ur.rutgers.edu</a> or <a href="http://ur.rutgers.edu/community/filming_permits.shtml">http://ur.rutgers.edu/community/filming_permits.shtml</a>
	Camden Communications Newark Communications	Mike Sepanic Helen Paxton / Carla Capizzi	856-225-6026; <a href="mailto:msepanic@camden.rutgers.edu">msepanic@camden.rutgers.edu</a> 973-353-5262; <a href="mailto:paxton@andromeda.rutgers.edu">paxton@andromeda.rutgers.edu</a> / 973-353-5262; ext. 17; <a href="mailto:capizzi@andromeda.rutgers.edu">capizzi@andromeda.rutgers.edu</a>
<i>Communicators Network</i>	University Relations	Beth DeMauro	732-932-7084, ext. 604; <a href="mailto:bdemauro@ur.rutgers.edu">bdemauro@ur.rutgers.edu</a> or <a href="http://ur.rutgers.edu/commnet/index.shtml">http://ur.rutgers.edu/commnet/index.shtml</a>
<i>Product Licensing</i> <i>Buying Rutgers Promotional Items</i>	Trademark Licensing	MaryBeth Schmutz; Elyse Carlson	848-445-1921; <a href="mailto:mbs@ur.rutgers.edu">mbs@ur.rutgers.edu</a> ; 848-445-1951; <a href="mailto:ecarlson@ur.rutgers.edu">ecarlson@ur.rutgers.edu</a>
<i>Visual Identity Manual</i>	Creative Services	Elyse Carlson	848-445-1951; <a href="mailto:ecarlson@ur.rutgers.edu">ecarlson@ur.rutgers.edu</a> ; <a href="http://identity.rutgers.edu/identity_manual.pdf">http://identity.rutgers.edu/identity_manual.pdf</a>
<i>Communications tips and tools</i>	University Relations		<a href="http://ur.rutgers.edu">http://ur.rutgers.edu</a>
<i>Communicator Certificate Program</i>	University Human Resources and University Relations	Christina Bilinski Beth DeMauro	848-932-3020; <a href="mailto:christina.bilinski@rutgers.edu">christina.bilinski@rutgers.edu</a> 732-932-7084, ext. 604; <a href="mailto:bdemauro@ur.rutgers.edu">bdemauro@ur.rutgers.edu</a>
<i>Handling Cash</i>			<a href="http://policies.rutgers.edu/PDF/Section40/40.2.8-current.pdf">http://policies.rutgers.edu/PDF/Section40/40.2.8-current.pdf</a>
<i>Layout/design/editorial services</i>	Creative Services	Jeanne Weber	848-445-1934; <a href="mailto:jweber@ur.rutgers.edu">jweber@ur.rutgers.edu</a>
<i>Rutgers Editorial Style Guide</i>	Creative Services	Cindy Paul	848-445-1932; <a href="mailto:cpaul@ur.rutgers.edu">cpaul@ur.rutgers.edu</a> <a href="http://ur.rutgers.edu/styleguide">http://ur.rutgers.edu/styleguide</a>

<i>Downloading identity fonts or graphic</i>	Creative Services	Elyse Carlson	848-445-1951; <a href="https://ur.rutgers.edu/identity">https://ur.rutgers.edu/identity</a> ; <a href="mailto:identity@ur.rutgers.edu">identity@ur.rutgers.edu</a>
<i>Employee or student image/words in a publication/Model Releases</i>	Creative Services	Jeanne Weber	848-445-1934; <a href="mailto:jweber@ur.rutgers.edu">jweber@ur.rutgers.edu</a> <a href="http://ur.rutgers.edu/photoservices/modelreleases.shtml">http://ur.rutgers.edu/photoservices/modelreleases.shtml</a>
<i>Hiring a Rutgers photographer/ Obtaining photos for publications</i>	Creative Services	Jane Hart	848-445-1920; <a href="mailto:jhart@ur.rutgers.edu">jhart@ur.rutgers.edu</a>
<i>Using alumni images/quotes</i>	Alumni Relations	Brian Perillo	848-932-7490, ext. 170; <a href="mailto:bperillo@winants.rutgers.edu">bperillo@winants.rutgers.edu</a>
<i>Hiring a print vendor</i>	Creative Services Procurement	Jeanne Weber Georgene Granholm	848-445-1934; <a href="mailto:jweber@ur.rutgers.edu">jweber@ur.rutgers.edu</a> 848-932-4375, ext. 22916; <a href="mailto:granholm@rci.rutgers.edu">granholm@rci.rutgers.edu</a>
<i>Rutgers facts and highlights</i>	University Relations	Phyllis Gottlieb	732-932-7084, ext. 606; <a href="mailto:pgottli@ur.rutgers.edu">pgottli@ur.rutgers.edu</a> ; <a href="http://speakup.rutgers.edu/">http://speakup.rutgers.edu/</a> ; <a href="http://www.rutgers.edu/jerseyroots/">http://www.rutgers.edu/jerseyroots/</a> ;
<i>Mailing regulations, policies, pricing</i>	Mail Services	Tom Stadthaus	848-932-4276; <a href="mailto:tstadthaus@aps.rutgers.edu">tstadthaus@aps.rutgers.edu</a>
<i>External publicity/media inquiries</i>	Media Relations Camden Communications Newark Communications	Ernest Miranda Mike Sepanic Helen Paxton/ Carla Capizzi	732-932-7084, ext. 613; <a href="mailto:emiranda@ur.rutgers.edu">emiranda@ur.rutgers.edu</a> 856-225-6026; <a href="mailto:msepanic@camden.rutgers.edu">msepanic@camden.rutgers.edu</a> 973-353-5262; <a href="mailto:paxton@andromeda.rutgers.edu">paxton@andromeda.rutgers.edu</a> / 973-353-5262, ext. 17; <a href="mailto:capizzi@andromeda.rutgers.edu">capizzi@andromeda.rutgers.edu</a>
<i>Finding a Rutgers speaker for an event</i>	Community Affairs Camden Communications Newark Communications	Arlana Arrington Mike Sepanic Helen Paxton/ Carla Capizzi	732-932-7823, ext. 677; <a href="mailto:aarrington@ur.rutgers.edu">aarrington@ur.rutgers.edu</a> 856-225-6026; <a href="mailto:msepanic@camden.rutgers.edu">msepanic@camden.rutgers.edu</a> 973-353-5262; <a href="mailto:paxton@andromeda.rutgers.edu">paxton@andromeda.rutgers.edu</a> 973-353-5262, ext. 17; <a href="mailto:capizzi@andromeda.rutgers.edu">capizzi@andromeda.rutgers.edu</a>
<i>Filming a documentary or dealing with TV news on campus</i>	Media Relations Camden Communications	Ernest Miranda Mike Sepanic Helen Paxton / Carla Capizzi	732-932-7084, ext. 677; <a href="mailto:emiranda@ur.rutgers.edu">emiranda@ur.rutgers.edu</a> 856-225-6026; <a href="mailto:msepanic@camden.rutgers.edu">msepanic@camden.rutgers.edu</a> 973-353-5262; <a href="mailto:paxton@andromeda.rutgers.edu">paxton@andromeda.rutgers.edu</a> / 973-353-5262, ext. 17; <a href="mailto:capizzi@andromeda.rutgers.edu">capizzi@andromeda.rutgers.edu</a>
<i>Copyright issues</i>	University Libraries	Janice Pilch	732-932-7505, ext. 312; <a href="mailto:janice.pilch@rutgers.edu">janice.pilch@rutgers.edu</a>

## Promoting an Event

<i>Publicizing an event to students; Promoting a campus event; and Events Calendar</i>	Campus Information Services	Jim Stapleton	848-445-1926; <a href="mailto:jstaplet@rci.rutgers.edu">jstaplet@rci.rutgers.edu</a> <a href="http://ruevents.rutgers.edu/events/">http://ruevents.rutgers.edu/events/</a> <a href="http://ruinfo.rutgers.edu/promos/">http://ruinfo.rutgers.edu/promos/</a>
<i>Developing a communications plan</i>	School of Environmental and Biological Sciences Office of Communications	Mike Green	848-932-4201; <a href="mailto:green@aesop.rutgers.edu">green@aesop.rutgers.edu</a>
<i>Creating email lists or mass emails</i>	Office of Information Technology		<a href="https://email.rutgers.edu/mailman">https://email.rutgers.edu/mailman</a>
<i>Finding students to help at events</i>	Student Employment Office	Joyce Madee	732-932-8817, ext. 652; <a href="http://studentwork.rutgers.edu/new/forEMP.htm">http://studentwork.rutgers.edu/new/forEMP.htm</a> ; <a href="mailto:made@rci.rutgers.edu">made@rci.rutgers.edu</a>
	Scarlet Ambassadors Red Pine Ambassadors	Amanda Hardie Tania Castaneda	732-445-7311; <a href="mailto:hardie@ugadm.rutgers.edu">hardie@ugadm.rutgers.edu</a> 732-445-3772; <a href="mailto:tancasta@rci.rutgers.edu">tancasta@rci.rutgers.edu</a>
<i>Mailing to employees; students</i>	Mail Services	Tom Stadthaus	848-932-4276; <a href="mailto:tstadthaus@aps.rutgers.edu">tstadthaus@aps.rutgers.edu</a>
<i>Rutgers Today article suggestions</i>	Media Relations	Carla Cantor	732-932-7084, ext. 607; <a href="mailto:ccantor@ur.rutgers.edu">ccantor@ur.rutgers.edu</a> ; <a href="http://www.rutgers.edu/news-center/rutgers-today">http://www.rutgers.edu/news-center/rutgers-today</a> ; <a href="http://www.rutgers.edu/news-center/submit-news">http://www.rutgers.edu/news-center/submit-news</a>
<i>Payroll check announcements</i>	University Human Resources	Carolyn Knight-Cole	848-932-3020, ext. 3890; <a href="mailto:ckcole@hr.rutgers.edu">ckcole@hr.rutgers.edu</a>
<i>Borrowing items from the Rutgers exhibit kit</i>	University Relations	Debra Diller	848-445-1903; <a href="http://ur.rutgers.edu/exhibitkit/index.php">http://ur.rutgers.edu/exhibitkit/index.php</a>
<i>Scheduling a video/teleconference</i>	Office of Instructional and Research Technology Division of Continuing Studies	Bob Gerdes Peter Mattaliano	732-445-1438; <a href="mailto:gerdes@rutgers.edu">gerdes@rutgers.edu</a> <a href="http://onlinelearning.rutgers.edu/video-conferencing">http://onlinelearning.rutgers.edu/video-conferencing</a> 732-932-4726; <a href="mailto:mattali@rci.rutgers.edu">mattali@rci.rutgers.edu</a> ; <a href="http://onlinelearning.rutgers.edu/video-conferencing">http://onlinelearning.rutgers.edu/video-conferencing</a> Reservation request form: <a href="http://onlinelearning.rutgers.edu/video-conferencing">http://onlinelearning.rutgers.edu/video-conferencing</a>

## Technical Services

<i>IT Resources</i>	Office of Information Technology		<a href="http://ucstoolkit.rutgers.edu/">http://ucstoolkit.rutgers.edu/</a>
<i>SPAM Regulations</i>	Office of Information Technology		<a href="http://oit.rutgers.edu/official-email.html">http://oit.rutgers.edu/official-email.html</a>

<i>Email Listserv Support: RAMS RULink Mailman</i>	Office of Information Technology		<a href="https://rams.rutgers.edu">https://rams.rutgers.edu</a> <a href="https://rulink.rutgers.edu">https://rulink.rutgers.edu</a> <a href="https://email.rutgers.edu/mailman">https://email.rutgers.edu/mailman</a>
<i>Online Calendar</i>	Office of Information Technology		<a href="mailto:rulink-support@rutgers.edu">rulink-support@rutgers.edu</a>
<i>Scheduling a video/teleconference</i>	Office of Instructional Research and Technology Division of Continuing Studies	Bob Gerdes Peter Mattaliano	732-445-1438; <a href="mailto:gerdes@rutgers.edu">gerdes@rutgers.edu</a> <a href="http://onlinelearning.rutgers.edu/educationalmedia">http://onlinelearning.rutgers.edu/educationalmedia</a> 732-932-4726; <a href="mailto:mattali@rci.rutgers.edu">mattali@rci.rutgers.edu</a> ; <a href="http://onlinelearning.rutgers.edu/educationalmedia">http://onlinelearning.rutgers.edu/educationalmedia</a>
<i>Developing a DVD</i>	iTV Studio	Peter Troost	848-445-5007, ext 3; <a href="mailto:troost@rci.rutgers.edu">troost@rci.rutgers.edu</a> <a href="http://rutgers.tv">http://rutgers.tv</a>
<i>Taping interviews with faculty</i>	Campus Information Services	Brent Smith	848-445-1922; <a href="mailto:bsmith@ur.rutgers.edu">bsmith@ur.rutgers.edu</a>
<i>Purchasing communication services</i>	New Brunswick/Camden Purchasing Newark Purchasing	Jim Murray Alvin Cooley	848-932-4375, ext 22929; <a href="mailto:jammurr@rci.rutgers.edu">jammurr@rci.rutgers.edu</a> 973-353-5882; <a href="mailto:alvin.cooley@rutgers.edu">alvin.cooley@rutgers.edu</a>
<i>Video Production, Audio Production, Television Uplink Services</i>	iTV Studio	Peter Troost	848-445-5007, ext 3; <a href="mailto:troost@rci.rutgers.edu">troost@rci.rutgers.edu</a> <a href="http://rutgers.tv">http://rutgers.tv</a>
<i>Lectures Videotaping</i>	iTV Studio	Peter Troost	848-445-5007, ext 3; <a href="mailto:troost@rci.rutgers.edu">troost@rci.rutgers.edu</a> <a href="http://rutgers.tv">http://rutgers.tv</a>
<b>Web Tools</b>			
<i>Planning a website/webcast/ downloading web templates</i>	Creative Services Newark Communications Microcomputer Support Services Group – Office of Information Technology	Eve Burris Nora Luongo	848-445-1927; <a href="mailto:eburris@rci.rutgers.edu">eburris@rci.rutgers.edu</a> <a href="http://ur.rutgers.edu/web/index.shtml">http://ur.rutgers.edu/web/index.shtml</a> 973-353-5580; <a href="mailto:eluongo@andromeda.rutgers.edu">eluongo@andromeda.rutgers.edu</a> <a href="http://www.newark.rutgers.edu/oc/web/">http://www.newark.rutgers.edu/oc/web/</a>
<i>Downloading identity fonts or graphics</i>	Creative Services	Elyse Carlson	848-445-1951; <a href="https://ur.rutgers.edu/identity;identity@ur.rutgers.edu">https://ur.rutgers.edu/identity;identity@ur.rutgers.edu</a>
<i>Web writing tips</i>	Creative Services		<a href="http://toolkit.rutgers.edu/web_writing.shtml">http://toolkit.rutgers.edu/web_writing.shtml</a>

<i>Online surveys; using focus groups</i>	Center for Organizational Development & Leadership	Kate Immordino	848-932-3965; <a href="mailto:immordino@odl.rutgers.edu">immordino@odl.rutgers.edu</a>
<i>URL resource page</i>	Administrative Gateway		<a href="http://nbpweb.rutgers.edu/admingateway/">http://nbpweb.rutgers.edu/admingateway/</a>
<i>Streaming/Multi-Casting RU IPTV/Broadcasting</i>	Office of Instructional Research Technology	Bob Gerdes	732-445-1438; <a href="mailto:gerdes@oit.rutgers.edu">gerdes@oit.rutgers.edu</a>
<i>Podcasting</i>	Office of Instructional Research Technology	Gayle Stein / Laura Transue	732-445-6671; <a href="mailto:gstein@rutgers.edu">gstein@rutgers.edu</a> 732-445-7516; <a href="mailto:ltransue@eden.rutgers.edu">ltransue@eden.rutgers.edu</a>
	Center for Teaching Advancement and Assessment Research (CTAAR)	Joe Delaney	732-932-7466; <a href="mailto:jpd@ctaar.rutgers.edu">jpd@ctaar.rutgers.edu</a>

## The Kitchen Sink

<i>Writing skills assessment; business and creative writing assistance; writing classes</i>	Writing Program extension (English Department, Rutgers–New Brunswick)	Dan Spink WPx Manager	732-932-8919; <a href="http://wp.rutgers.edu">http://wp.rutgers.edu</a> ; <a href="mailto:danspink@dceo.rutgers.edu">danspink@dceo.rutgers.edu</a>
<i>Communication assessment</i>	Center for Organizational Development & Leadership	Sherrie Tromp	848-932-3966; <a href="mailto:tromp@odl.rutgers.edu">tromp@odl.rutgers.edu</a>
<i>Placing ads for job openings</i>	University Human Resources	HR Consultants	848-932-3020
<i>Hiring a consultant</i>	Purchasing	Jim Murray	848-932-4375, ext. 22929; <a href="mailto:jammurr@rci.rutgers.edu">jammurr@rci.rutgers.edu</a>
<i>Finding a Rutgers speaker for an Event</i>	Community Affairs Camden Communications Newark Communications	Arlana Arrington Mike Sepanic Helen Paxton / Carla Capizzi	732-932-7823, ext. 677; <a href="mailto:aarrington@ur.rutgers.edu">aarrington@ur.rutgers.edu</a> 856-225-6026; <a href="mailto:msepanic@camden.rutgers.edu">msepanic@camden.rutgers.edu</a> 973-353-5262; <a href="mailto:paxton@andromeda.rutgers.edu">paxton@andromeda.rutgers.edu</a> 973-353-5262, ext. 17; <a href="mailto:capizzi@andromeda.rutgers.edu">capizzi@andromeda.rutgers.edu</a>
<i>Finding programming/ entertainment</i>	Student Life – New Brunswick	Tony Doody Director, Programs and Leadership	732-932-7213; <a href="http://getinvolved.rutgers.edu/about-us">http://getinvolved.rutgers.edu/about-us</a> ; <a href="mailto:getinvolved@rutgers.edu">getinvolved@rutgers.edu</a> ; or <a href="mailto:doody@rci.rutgers.edu">doody@rci.rutgers.edu</a>
	Rutgers Concert Bureau	Kevin Viscariello	732-932-9724; <a href="mailto:kevinv@rci.rutgers.edu">kevinv@rci.rutgers.edu</a>
<i>Reviewing legal documents/contracts</i>	Office of General Counsel		<a href="http://generalcounsel.rutgers.edu/">http://generalcounsel.rutgers.edu/</a>