

## The *ICSOM Directory*

The *ICSOM Directory* is published every year and is distributed to all ICSOM orchestra musicians. It currently contains the names, instruments, mailing addresses, telephone numbers and e-mail addresses for the musicians of ICSOM's 51 member orchestras. ICSOM Emeritus members (retired musicians of ICSOM orchestras who meet specific criteria) are also listed if they wish. The most recent directory was published during the 2010–2011 season under the supervision of Richard Levine (San Diego), with assistance from Brian Rood (Kansas City) and Paul Gunther (Minnesota).

The *ICSOM Directory* and its contents are not available to the public. Copies are provided to ICSOM orchestra members and their respective locals, and courtesy copies are provided to ICSOM orchestra personnel managers. Please remind everyone in your organization that all information contained in the *ICSOM Directory* should be treated as confidential and that no copies should be given away. Please also remind everyone that it is ICSOM policy that information contained in the *ICSOM Directory* may not be made available for commercial use.

Delegates are responsible for ensuring that information published in the *ICSOM Directory* is accurate. The current procedure involves modifying an online password-protected database that has a user-friendly Web-based interface. Delegates will receive preliminary instructions for data entry at the annual conference and detailed instructions in the fall via e-mail.

In addition to obtaining contact information from all current musicians, delegates should make every effort to update information in the Emeritus section of the directory for their orchestra's retirees. There are also listings for local unions and orchestra managements that should be proofread for changes and corrections. Special attention should be paid to the personnel manager's listing. Please confirm with your personnel manager what phone number should be published.

We send an *ICSOM Directory* to each musician's listed address. If the delegate wishes to exclude anyone from receiving a directory, please provide us with the list of your musicians to exclude (e.g., non-union members or musicians who refuse to pay their portion of your orchestra's ICSOM dues) before the directory is sent to the printer.

Because new postal regulations make it expensive to mail to incorrect addresses, we ask that you double-check to ensure that everyone's address is listed correctly, especially those of your Emeritus members. If you are unable to verify the contact information for Emeriti by other means, please give them a call to make sure they are still living and to get their correct contact information. If you cannot contact them by phone, please write them. If the contact information cannot be verified (e.g., your mail is returned to you without a forwarding address), you may still list Emeritus members without an address until such time as their status can be determined. Please contact the director of the Emeritus program (currently Mary Plaine, Baltimore) to report all Emeriti whose contact information you are unable to verify.

Elsewhere in this manual are an *ICSOM Directory* correction form and an ICSOM Emeritus application form that delegates may use to collect information to be included in the *ICSOM Directory*.

## ***ICSOM Directory Correction Sheet***

If your entry in the 2010–2011 *ICSOM Directory* is incorrect or if you wish to add your name to the listing, please fill in the appropriate blanks below and return this form to your ICSOM delegate as soon as possible. Please do not list any information you do not want published in the *ICSOM Directory* in this section.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Instrument: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

If you did not list an address to be published above, or if your mailing address is different from your entry above, please fill in your mailing address below. Mailing addresses listed below will not be published in the *ICSOM Directory* but will be used for mailings including for delivery of your new *ICSOM Directory*.

Mailing Street Address: \_\_\_\_\_

Mailing City: \_\_\_\_\_

Mailing State: \_\_\_\_\_

Mailing Zip Code: \_\_\_\_\_