

Audience (Standard Name For "To" Field)	Type	Example	Often Requested As	Distribution List
Business Office Community	Community correspondence	Community Meeting Minutes		3,4,5
Business Managers	Operational announcement	Policy Change	"Business Managers"; "Department Business Managers" ;	3
All Administrative and Financial Staff	Cross-divisional message	Joint Town Hall invitation	"All F&A"	1, 2, 3, 4
All Finance and Business Operations Staff	Unit-specific communication	Memo to FBO staff	"Shauna's King's Unit"	1, 3
All Human Resources and Administration Staff	Unit-specific communication	Memo to HRA staff	"Mike Peel's Unit"	2,3
Finance & Business Operations Leadership Team OR Human Resources & Administration Leadership Team	Message to Leadership Team	Leaders' Update	"Top 70" ; "Management Team" ; "VP Directs and their Directs"	6 OR 7
Business Operations Leadership Team	Operational announcement preview;	Preview of email regarding email account decommissioning	"BOLT"	5
Research Community	Research communication	Brown bag lunch invitation		3,8

Distribution Key	
	All Finance and Business Operations Staff
1	All Human Resources and Administration Staff
2	Business Managers (Lead Department Administrators)
3	Business Office Staff
4	BOLT
5	Finance & Business Operations Leadership Team
6	Human Resources & Administration Leadership Team
7	ORA/GCFA/GCA Staff
8	Business Operations Advisory Committee
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