

On this webpage: <https://www.dct.org/aboutus/contactus/>

**Instructions:** Please apply the changes listed in Steps #1 – 8 in this PDF.

1. In the **Finance** section, please delete the yellow highlighted text, and then replace it with the green highlighted text (see below).

**Donna Keeler**  
Accounting Assistant  
[donna.keeler@dct.org](mailto:donna.keeler@dct.org)  
ext. 160

**Roxie King**  
Accounting Assistant  
[roxie.king@dct.org](mailto:roxie.king@dct.org)  
ext. 160

2. In the **Marketing & Public Relations** section, please add the green highlighted text, which we want to appear in the 2<sup>nd</sup> column, immediately to the right of the listing for **Mallory Coulter**.

**Jazmine Hill**  
PR/Engagement Manager  
[jazmine.hill@dct.org](mailto:jazmine.hill@dct.org)  
ext. 152

3. In the **Marketing & Public Relations** section, please delete the yellow highlighted text, and then replace it with this green highlighted text: **ext. 143**

**Marianne Kolar**  
Student Matinee Field Trips Coordinator  
[marianne.kolar@dct.org](mailto:marianne.kolar@dct.org)  
ext. 170

4. In the **Marketing & Public Relations** section, please delete the yellow highlighted text, and then replace it with the green highlighted text (see below).

**Joanna Coogan**  
Box Office Associate  
[joanna.coogan@dct.org](mailto:joanna.coogan@dct.org)  
ext. 120

**Joanna Coogan**  
Student Matinee Field Trips Coordinator  
[joanna.coogan@dct.org](mailto:joanna.coogan@dct.org)  
ext. 170

5. In the **Marketing & Public Relations** section, please delete add the green highlighted text, which we want to appear in the 2<sup>nd</sup> column, immediately next to the listing for **Joanna Coogan**.

**Doug Burks**  
Box Office Associate  
[doug.burks@dct.org](mailto:doug.burks@dct.org)  
ext. 120

6. In the **Marketing & Public Relations** section, please move the listing for **Rachel Wells** to appear immediately below the listing for **Joanna Coogan**.

7. In the **Marketing & Public Relations** section, delete the yellow highlighted text, and then replace it with this green highlighted text: **ext. 162**

**Rachel Wells**  
Box Office Assistant  
[rachel.wells@dct.org](mailto:rachel.wells@dct.org)  
ext. 143

8. In the **Production** section, please delete the yellow highlighted text.

**Josh Smith**  
Technical Director  
[josh.smith@dct.org](mailto:josh.smith@dct.org)  
214-978-0110  
ext. 177