



COMMUNICATION ARTS Public Relations Program WORKSHOP AGENDA

March 16, 2011 - OBJECTIVE: UPCOMING EVENTS & ASSIGNMENTS

Poster Distribution & Post-Event Poster Removal

Robinette-22: Fine Arts-All Hallways & Bulletin Boards – Side M Upstairs (6), Side M Downstairs (6), Side A Upstairs (6), Side A Downstairs (4)

Jonathan for Kayla-16: Student Ctr Bulletin Boards (8),
[Doors-Sarvay-Male (4) & Female (4)]

Jonathon-14: All Doors & Bulletin Boards-Admin Bldg (8), Science Bldg (6)

Rachel-12: Doors-S. Tower (4) & N. Tower (4), Newman Ctr (2), CVS (2)

Zack for Hannah-12: Carter Ctr Side 1 (4), Carter Ctr Side 2 (4), Doors-Wilson (4)

Zack-10: Library Bulletin Boards (2), Woodell (4), Post Office (2), DeliMart (2)

Cindy-8: Rahall-All Hallways & Bulletin Boards (4), Radio Station (1), Security (1)
Computer Ctr (1), Elevator (1)

Our Mountain State Grant (Now - 05/07)

Tasks:

- Profile the Organization (trip w/other Workshop students)
- Produce Storyboards
- Presentation at WV Campus Compact Conference-04/20-Fairmont State

Beckley Appalachian Coal Country Watershed Team (ACCWT)

- Zack
- Hannah Mullens

Generation GAP

- Rachel
- Kayla

Raleigh County Make It Shine Program

- Cindy
- Jonathon

Liaisons:

Concordian - Zack

Radio - Jonathon

TV - Jonathon

Community Radio - H. Green

Georgia Guitar Quartet Artist Lecture Series Event (03/22)

Tasks:

- Sign Distribution
- +Press Release - Rachel+
- +Social Media Release+

The Event - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

- Zack
- Rachel

Multicultural CU Band Benefit Concert (04/01)

Tasks:

- Sign Creation -
- Sign Distribution
- Press Release - Rachel (Need 1st Draft by Friday, March 18)
- Social Media Release - Jonathon (Need 1st Draft by Friday, March 18)

The Event - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

- Cindy?/Hannah Mullens
- Kayla

"Kennedy's Children" Theater Production (04/20-04/23)

Tasks:

- Sign, Program & Ticket Creation - ???
- Sign Distribution
- Press Release - Cindy (Need 1st Draft by Friday, March 25)
- Social Media Release - Jonathon (Need 1st Draft by Friday, March 25)

The Event - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

Wed. 04/20

- Rachel
- Jonathon

Thurs. 04/21

- Zack
- Cindy

Fri. 04/22

- Hannah Mullens
- Kayla

Sat. 04/23

- Zack
- Kayla

Mozart's "Requiem in D Minor" (04/30-05/01)

Tasks:

- Sign Distribution
- Press Release - ??? (Need 1st Draft by Friday, April 1)
- Social Media Release - Jonathon (Need 1st Draft by Friday, April 1)

The Event

Sat. 04/30 - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

- Zack
- Kayla

Sun. 05/01 - 3 p.m.: Ticket Sales/Program Distribution @ 2 p.m.

- Rachel
- Cindy?/Hannah Mullens



COMMUNICATION ARTS Public Relations Program WORKSHOP AGENDA

March 30, 2011 - OBJECTIVE: UPCOMING EVENTS & ASSIGNMENTS

Poster Distribution & Post-Event Poster Removal

Robinette-22: Fine Arts-All Hallways & Bulletin Boards – Side M Upstairs (6), Side M Downstairs (6), Side A Upstairs (6), Side A Downstairs (4)

Kayla-16: Student Ctr Bulletin Boards (8),
[Doors-Sarvay-Male (4) & Female (4)]

Jonathon-14: All Doors & Bulletin Boards-Admin Bldg (8), Science Bldg (6)

Rachel-12: Doors-S. Tower (4) & N. Tower (4), Newman Ctr (2), CVS (2)

Hannah-12: Carter Ctr Side 1 (4), Carter Ctr Side 2 (4), Doors-Wilson (4)

Zack-10: Library Bulletin Boards (2), Woodell (4), Post Office (2), DeliMart (2)

Cindy-8: Rahall-All Hallways & Bulletin Boards (4), Radio Station (1), Security (1)
Computer Ctr (1), Elevator (1)

Our Mountain State Grant (Now - 05/07)

Tasks:

- Profile the Organization (trip w/other Workshop students)
- Produce Storyboards
- Presentation at WV Campus Compact Conference-04/20-Fairmont State

Beckley Appalachian Coal Country Watershed Team (ACCWT)

- Zack
- Hannah Mullens

Generation GAP

- Rachel
- Kayla

Annual Box City-Scottie's Place/The Wade Center

- Cindy
- Jonathon

Liaisons:

Concordian - Zack

Radio - Jonathon

TV - Jonathon

Community Radio - H. Green

Multicultural CU Band Benefit Concert (04/01)

Tasks:

- +Press Release – Rachel (Need 1st Draft by Friday, March 18)+
- +Social Media Release – Robinette for Jonathon (Need 1st Draft by 03/18)+

The Event - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

- Cindy?/Hannah Mullens
- Kayla

WV Campus Compact Conference (04/20)

Task:

Our Mountain State Grant Presentation at Fairmont State

Speaker:

- ???

“Kennedy’s Children” Theater Production (04/20-04/23)

Tasks:

Sign, Program & Ticket Creation - ???

Sign Distribution

+Press Release - Cindy (Need 1st Draft by Friday, March 25)+

Social Media Release - Jonathon (Need 1st Draft by Friday, April 8)

The Event - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

Wed. 04/20

- Rachel
- Jonathon

Thurs. 04/21

- Zack
- Cindy

Fri. 04/22

- Hannah Mullens
- Kayla

Sat. 04/23

- Zack
- Kayla

Zakes Mda Presentation (04/29)

Task:

- Press Release - Hannah Mullens (Need 1st Draft by Thursday, April 7)

Mozart’s “Requiem in D Minor” (04/30-05/01)

Tasks:

Sign Distribution

Press Release - ??? (Need 1st Draft by Friday, April 8)

Social Media Release - Jonathon (Need 1st Draft by Friday, April 8)

The Event

Sat. 04/30 - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

- Zack
- Kayla

Sun. 05/01 - 3 p.m.: Ticket Sales/Program Distribution @ 2 p.m.

- Rachel
- Cindy?/Hannah Mullens



COMMUNICATION ARTS Public Relations Program WORKSHOP AGENDA

April 6, 2011 - OBJECTIVE: UPCOMING EVENTS & ASSIGNMENTS

Poster Distribution & Post-Event Poster Removal

- H. Green-22:** Fine Arts-All Hallways & Bulletin Boards - Side M Upstairs (6), Side M Downstairs (6), Side A Upstairs (6), Side A Downstairs (4)
- Kayla-16:** Student Ctr Bulletin Boards (8), Doors-Sarvay-Male (4) & Female (4)
- Jonathon-14:** All Doors & Bulletin Boards-Admin Bldg (8), Science Bldg (6)
- Rachel-12:** Doors-S. Tower (4) & N. Tower (4), Newman Ctr (2), CVS (2)
- H. Mullens-12:** Carter Ctr Side 1 (4), Carter Ctr Side 2 (4), Doors-Wilson (4)
- Zack-10:** Library Bulletin Boards (2), Woodell (4), Post Office (2), DeliMart (2)
- Cindy-8:** Rahall-All Hallways & Bulletin Boards (4), Radio Station (1), Security (1)
Computer Ctr (1), Elevator (1)

Our Mountain State Grant (Now - 05/07)

Tasks:

- Profile the Organization (trip w/other Workshop students)
- Produce Storyboards
- Presentation at WV Campus Compact Conference-04/20-Fairmont State

Beckley Appalachian Coal Country Watershed Team (ACCWT) - Fri., 04/08 @ 9:30 am (leaving campus w/Ms. Mullins @ 8 am)

- Zack
- ???

Be sure you put this role on your résumé!



Annual Box City-Scottie's Place - Fri., 04/08 @ 12:15 pm (leaving my office @ 12 noon)

- Cindy
- Jonathon
- H. Green

Liaisons:

Concordian - Zack

Radio - Jonathon

TV - Jonathon

Community Radio - H. Green

Generation GAP - Wed., 04/13 @ 6 pm (leaving campus w/me @ 5:30 pm)

- Rachel
- Kayla

Multicultural CU Band Benefit Concert (04/01)

Tasks:

- +Press Release - Rachel (Need 1st Draft by Friday, March 18)+
- +Social Media Release - Robinette for Jonathon (Need 1st Draft by 03/18)+

The Event - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

- Cindy?/Hannah Mullens
- Kayla

Ended up with no one.

WV Campus Compact Conference (04/20)

Task:

Our Mountain State Grant Presentation at Fairmont State

Speaker:

- ???

“Kennedy’s Children” Theater Production (04/20-04/23)

Tasks:

Sign, Program & Ticket Creation - ???

Sign Distribution

+Press Release - Cindy (Need 1st Draft by Friday, March 25)+

Social Media Release - Jonathon (Need 1st Draft by Friday, April 8)

The Event - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

Wed. 04/20

- Rachel
- Jonathon

Thurs. 04/21

- Zack
- Cindy

Fri. 04/22

- Hannah Mullens
- Kayla

Sat. 04/23

- Zack
- Kayla

Zakes Mda Presentation (04/29)

Task:

- Press Release - Hannah Mullens (Need 1st Draft by Thursday, April 7)

Mozart’s “Requiem in D Minor” (04/30-05/01)

Tasks:

Sign Distribution

+Press Release - ??? Robinette (Need 1st Draft by Friday, April 8)+

Social Media Release - Jonathon (Need 1st Draft by Friday, April 8)

The Event

Sat. 04/30 - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

- Zack
- Kayla

Sun. 05/01 - 3 p.m.: Ticket Sales/Program Distribution @ 2 p.m.

- Rachel
- Cindy?/Hannah Mullens



COMMUNICATION ARTS Public Relations Program WORKSHOP AGENDA

April 13, 2011 - OBJECTIVE: UPCOMING EVENTS & ASSIGNMENTS

Poster Distribution & Post-Event Poster Removal

- H. Green-22:** Fine Arts-All Hallways & Bulletin Boards – Side M Upstairs (6), Side M Downstairs (6), Side A Upstairs (6), Side A Downstairs (4)
- Kayla-16:** Student Ctr Bulletin Boards (8), Doors-Sarvay-Male (4) & Female (4)
- Jonathon-14:** All Doors & Bulletin Boards-Admin Bldg (8), Science Bldg (6)
- Rachel-12:** Doors-S. Tower (4) & N. Tower (4), Newman Ctr (2), CVS (2)
- H. Mullens-12:** Carter Ctr Side 1 (4), Carter Ctr Side 2 (4), Doors-Wilson (4)
- Zack-10:** Library Bulletin Boards (2), Woodell (4), Post Office (2), DeliMart (2)
- Cindy-8:** Rahall-All Hallways & Bulletin Boards (4), Radio Station (1), Security (1)
Computer Ctr (1), Elevator (1)

Our Mountain State Grant (Now - 05/07)

Tasks:

- Profile the Organization (trip w/other Workshop students)
- Produce Storyboards
- Presentation at WV Campus Compact Conference-04/20-Fairmont State

+Beckley Appalachian Coal Country Watershed Team (ACCWT) – Fri., 04/08 @ 9:30 am (leaving campus w/Ms. Mullins @ 8 am)+

- Zack
- Jonathon Cline

+Annual Box City-Scottie's Place – Fri., 04/08 @ 12:15 pm (leaving my office @ 12 noon)+

- Cindy
- H. Green

Generation GAP – Wed., 04/13 @ 6 pm (leaving campus w/me @ 5:30 pm)

- Rachel
- Kayla

Liaisons:

Concordian – Zack

Radio – Jonathon

TV – Jonathon

Community Radio – H. Green

WV Campus Compact Conference (04/20)

Task:

- Our Mountain State Grant Presentation at Fairmont State
- Travel to Fairmont Tues. 04/19, present twice 9 am – 4 pm Wed. 04/20

Speaker:

- ???

“Kennedy’s Children” Theater Production (04/20-04/23)

Tasks:

Sign Distribution

Sign, Program & Ticket Creation – Kevin Bennington’s students

+Press Release – Cindy (Need 1st Draft by Friday, March 25)+

+Social Media Release – Jonathon (Need 1st Draft by Friday, April 8)+

The Event - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

Wed. 04/20

- Rachel
- Jonathon

Thurs. 04/21

- Zack
- Cindy

Fri. 04/22

- Hannah Mullens
- Kayla

Sat. 04/23

- Zack
- Kayla

Zakes Mda Presentation (04/29)

Task:

+Press Release – Hannah Mullens (Need 1st Draft by Thursday, April 7)+

Mozart’s “Requiem in D Minor” (04/30-05/01)

Tasks:

Sign Distribution

+Press Release – ??? Robinette (Need 1st Draft by Friday, April 8)+

+Social Media Release – Jonathon (Need 1st Draft by Friday, April 8)+

The Event

Sat. 04/30 - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

- Zack
- Kayla

Sun. 05/01 - 3 p.m.: Ticket Sales/Program Distribution @ 2 p.m.

- Rachel
- Cindy?/Hannah Mullens

Self-Assessment (DUE by 05/11)

Write a paragraph or two describing the grade you believe you deserve in PR Workshop and providing proof of why you deserve that grade by citing the things you’ve done this semester. Email your Self-Assessment to me by midnight 05/11.



COMMUNICATION ARTS Public Relations Program WORKSHOP AGENDA

April 27, 2011 - OBJECTIVE: UPCOMING EVENTS & ASSIGNMENTS

Poster Distribution & Post-Event Poster Removal

- H. Green-22:** Fine Arts-All Hallways & Bulletin Boards – Side M Upstairs (6), Side M Downstairs (6), Side A Upstairs (6), Side A Downstairs (4)
- Kayla-16:** Student Ctr Bulletin Boards (8), Doors-Sarvay-Male (4) & Female (4)
- Jonathon-14:** All Doors & Bulletin Boards-Admin Bldg (8), Science Bldg (6)
- Rachel-12:** Doors-S. Tower (4) & N. Tower (4), Newman Ctr (2), CVS (2)
- H. Mullens-12:** Carter Ctr Side 1 (4), Carter Ctr Side 2 (4), Doors-Wilson (4)
- Zack-10:** Library Bulletin Boards (2), Woodell (4), Post Office (2), DeliMart (2)
- Cindy-8:** Rahall-All Hallways & Bulletin Boards (4), Radio Station (1), Security (1)
Computer Ctr (1), Elevator (1)

Our Mountain State Grant (Now - 05/07)

Tasks:

- +Profile the Organization (trip w/other Workshop students)
- +Presentation at WV Campus Compact Conference-04/20-Fairmont State

Produce Storyboards/Projects

+Beckley Appalachian Coal Country Watershed Team (ACCWT) - Fri., 04/08 @ 9:30 am (leaving campus w/Ms. Mullins @ 8 am)+

- Zack
- Jonathon

+Annual Box City-Scottie's Place - Fri., 04/08 @ 12:15 pm (leaving my office @ 12 noon)+

- Cindy
- Hannah Green

+Generation GAP - Wed., 04/13 @ 6 pm (leaving campus w/me @ 5:30 pm)

- Rachel
- Jonathon

Liaisons:

Concordian - Zack

Radio - Jonathon

TV - Jonathon

Community Radio - H. Green

CU Teen Mom Scholarship Release (05/02)

Task:

Press Release - ??? (Need 1st Draft by Friday, April 29)-Katherine Arnoldi

Mozart's "Requiem in D Minor" (04/30-05/01)

Tasks:

- +Sign Distribution
- +Press Release – Robinette (Need 1st Draft by Friday, April 8)+
- +Social Media Release – Jonathon (Need 1st Draft by Friday, April 8)+

The Event

Sat. 04/30 - 7 p.m.: Ticket Sales/Program Distribution @ 6 p.m.

- Zack
- Kayla

Sun. 05/01 - 3 p.m.: Ticket Sales/Program Distribution @ 2 p.m.

- Rachel
- Cindy?/Hannah Mullens

Self-Assessment (DUE by 05/11)

Write a paragraph or two describing the grade you believe you deserve in PR Workshop and providing proof of why you deserve that grade by citing the things you've done this semester. Email your Self-Assessment to me by midnight 05/11.