

Fayetteville State University
Staff Senate
Publicity/Public Relations Committee
Written Report by: LaShanta McCorkle
Chair, Publicity/Public Relations Committee
March 16, 2010

Update on flyers developed for Staff Senate and approved by the University's Marketing Department:

Staff Senate Events/Activities

- Met with Mr. Ben Minter to discuss Marketing processes and procedures for requesting the development of Staff Senate flyers for future activities and events. Mr. Minter informed me that he will need to meet with Mrs. Michelle McIver-Bell, to discuss the details of future Staff Senate events. Once he received the details concerning future staff senate event, he could begin the flyer development process.
- Informed Mrs. McIver-Bell of Mr. Minter's request to meet with her to discuss further details concerning the development of future Staff Senate flyers.

Silent Auction

- Met with Mr. Ben Minter to discuss Marketing process and procedures for submitting Staff Senate flyer for the Diverse Silent Auction: Appreciation of Cultures, to their office for approval.
- Met with Mrs. Treva Bentley to discuss Public Relations process and procedures for submitting staff senate flyer for the Diverse Silent Auction: Appreciation of Cultures, to their office for approval and distribution to campus.
- Sent an email on 1/27/2010, to the Silent Auction Planning Committee informing them of the process and procedures for submitting Staff Senate flyer for the Diverse Silent Auction: Appreciation of Cultures, to the Marketing and Public Relations departments for approval/distribution.
- The flyer and announcement was composed by Ms. Kimberlee Hyman and was forwarded to Mrs. Treva Bentley to be released to campus. The flyer and announcement was distributed to campus via email on 2/1/2010 and redistributed on 2/17/2010.

Second Harvest Food

- Met with the executive committee to discuss the planning details of the Second Harvest Food Drive and provided assistance with the production of flyers, advertising the event. The Second Harvest Food Drive event took place the week of February 8-12, 2010.

5-5-5 Initiative

- Met with Ben Minter as a follow-up concerning the status of the development of 5-5-5 Initiative flyer, per Mrs. Michelle McIver-Bell's request. He informed me that the flyer will be complete in 2 weeks.
- Met with Stacy Robinson to take photos for the development of 5-5-5 Initiative flyer.
- The final 5-5-5 Initiative flyer was approved by the Staff Senate and was released to campus on 2/25/2010.