



## Publicity Samples

### **PA or Voice Mail Reminder**

Want a change to try something new? Education is the answer. In our continuing effort to serve our employees, on (day and date) from (time) to (time), representatives from local colleges and universities will be in the (location) to answer your questions about educational opportunities for adults.

Representatives from LEARN, the Local Educational Adult Resource Network, can show you how to take advantage of your educational benefits even while you continue to work and have a personal life. Remember that's (day and date) from (time) to (time).

### **Announcement**

Have you been thinking about going back to school, either to pursue a degree or just pick up some specific coursework? If so, plan on stopping by the (company name) Education Fair on (day and date). The fair will be held in the (location) from (time) to (time).

Educational representative from more than twenty colleges and universities that serve the Front Range will be on hand to provide information about their programs and to assist you with application and registration procedures.

Now is the time to take classes for professional development and personal enrichment. Mark your calendars for (date)!

### **Newsletter or Other Internal Press Release**

Education Fair to be held at (company location)

For Immediate Release to Internal (Company Name) Communications Outlets  
(Day and Date)

Contact (Company Representative, phone, email)

In an effort to support (Company Name)'s commitment to continuing education and personal development, in partnership with the Local Education Adult Resource Network (LEARN), we will host an Education Fair on (day and date) from (time) to (time) in (location).

LEARN is a consortium of over 20 regionally accredited colleges and universities serving adult learners along Colorado's Front Range. Some member schools attending this Ed Fair include (list some schools). Representatives will distribute materials and discuss application and registration procedures relating to undergraduate, graduate,

and certificate-granting programs. An HR rep will be on hand to explain tuition assistance plans available through (Company name).

### **E-mail**

To: All company employees  
Subject: Education Fair  
When: (Day and Date)  
Time: (Time)  
Where: (Location)

Representatives from fifteen area colleges and universities will be on hand to answer questions about their schools and courses. These schools include: (list schools).

We're providing cheese, crackers, and soda. We're even providing a DOOR PRIZE! Just bring your interest in taking a course or pursuing your degree and join us on (day and date and time)!

Find out more about (Company name) reimbursement policy. The schools all have varying payment plans. Join us in the (location) on (day and date and time) and explore your options.

RSVP to me at (phone number or extension) so I can estimate the number of people planning to attend. Remember, you must be present to register for the door prize!

### **Staff Meeting Announcement**

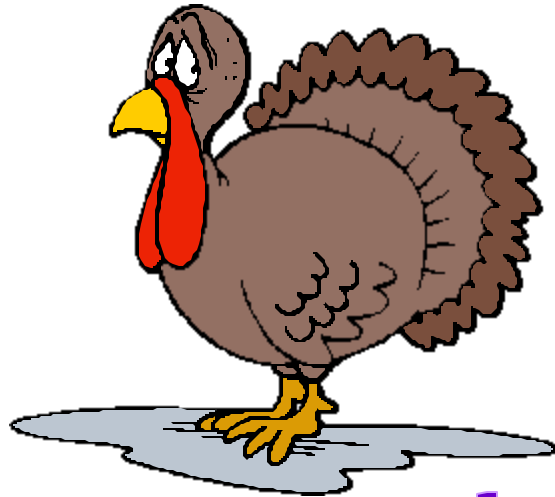
There will be representatives here from eight or nine area colleges next (day and date and time). Among those who will be present are (list some schools). They will provide information on various courses.

We encourage you to attend and find out about our company's reimbursement policy along with information about various local colleges and universities and the degrees and certifications they offer.

Snacks and soda will be provided. There will also be a door prize. You must attend to be entered in the drawing.

### **Flyers**

Historically, turkeys are thought of as not being very bright...



**Don't be a turkey!**

Continue your education  
and let us foot the bill!

Visit with representative of various local  
colleges on (day and date and time and  
location)

Plan now for a better future!



Statistics show that only 20% of any company's employees take advantage of tuition reimbursement plans. Will you be part of that 20%?

Join us in the (location) on (day and date and time).

Meet with representatives from various local colleges and learn how you can take advantage of (company name) tuition reimbursement plan.

Act now—give yourself a better future!



Back to School



**Education Fair**

**Wednesday**

**November 11**

**11:00 a.m. – 1:00 p.m.**

**Atrium**