

## Elements for a News Release

### 1. Send out at least two weeks ahead of the event.

September 24, 2002

FOR IMMEDIATE RELEASE

CONTACT: Jane Smith, (661)722-5555

### 2. Provide the name and daytime phone # on a contact for media

### 3. Cover the basics in the first paragraph: who, what, when, where and why.

#### AVC sponsors Job Fair Oct. 16

More than 20 employers seeking qualified workers are expected to be at Antelope Valley College's fall Job Fair, 10 a.m.—2 p.m., Oct. 16 at the Student Services Building, Room SSV 151, 3041 W. Ave. K, Lancaster.

Employers representing such fields as health care, transportation, law enforcement, retail, security, and social service agencies are slated to attend.

People attending are encouraged to bring resumes and “dress for success.” Attendees should not bring children due to limited space.

The Job Fair is sponsored by the college's Job Placement Center, Worksource California and Antelope Valley One-Stop Career Center. For information call (661)722-6358.

Upon request three business days before the event, reasonable accommodation will be provided to facilitate the participation of covered individuals with disabilities. Call (661)722-6360 (voice) or (661)722-6362 (TDD).

### 4. Include a phone number where people can call for more information.

### 5. American with Disabilities Act (ADA) notice—how people with disabilities can get reasonable accommodation.

### 6. Limit the press release to one page.

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