

SUMMER JOB FAIR

WEDNESDAY, FEBRUARY 18, 2009
CMU -- University Center Rotunda and Terrace Rooms
Doors open to students 11:00 a.m. to 4:00 p.m.

REGISTRATION FEE: **\$75** (make check/money order payable to **Central Michigan University**).

PARKING:

Free parking available in parking lot adjacent to Finch Fieldhouse. First, pull into the circular drive in front of the University Center -- student volunteers will assist with unloading. Then drive to the parking lot on the corner of Preston and Franklin Streets (1/2 block east of the University Center).

LUNCH:

The University Center Food Court (downstairs) and the sub shop are in close proximity to the event area of our Summer Job Fair where you can buy lunch; or bring your lunch.

EXHIBIT SPACE:

One six foot table and seating provided. Electricity will be available throughout the room. You should bring your own media equipment including extensions cords, etc.

PUBLICITY – send separate payment to CM Life Office (see enclosed advertising flyer)

Our Department will be advertising our *Summer Job Fair* in campus newspaper and public service announcements sent to local media. Each year more facilities individually prepare their own ads for publication in our campus paper (*CM Life*). Information about ad costs and any questions should be directed to **Carly Schafer at CM Life by calling (989) 774-2792**, by email (*to his attention in the subject line*) at advertising@cm-life.com, or check *CM Life's* website for detailed advertising information at www.cm-life.com. You will then make payment to *CM Life* directly for any advertising costs.

EQUIPMENT:

Due to tremendous past electrical use we ask that you keep the number of power units to a minimum. Facilities need to provide their own projectors, VCR's, screens, extension cords, etc

DEADLINE:

Return the reservation form and registration fee by **February 2, 2009** to: **Central Michigan University, Center for Leisure Services, Finch 109, Mount Pleasant, MI 48859**. Publication of facility information cannot be guaranteed if reservations are received after February 2.

CONFIRMATION:

We will send a registration confirmation and parking permit, along with other information after your forms and payment have been received.

Central Michigan University

Center for Leisure Services – Department of Recreation, Parks, and Leisure Services Administration
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