***Sample Media Advisories for Board Meeting, Nominating Committee Meeting, and Annual Meeting***



122 Wonderland Street • Oz, South Carolina 29225

Phone 555-555-5555 • Fax 222-222-2222• Web site www.scfirststeps.org

**FOR IMMEDIATE RELEASE CONTACT:**

**Date Jane Doe, (803) 555-5555**

**Oz County First Steps Seeks Board Member Nominations**

**(YOUR CITY HERE), S.C. --** The Oz County First Steps Partnership Board encourages the public to submit nominations to the Oz County First Steps Board of Trustees. Nominees should reside or be employed in Oz County.

(list available elected positions)

Nominees should be individuals with resources, skills, knowledge, and interest in improving the readiness of young children for school. Nominations should be submitted to Oz County First Steps Office, ADDRESS. Nomination forms are available from Oz County First Steps or by calling (XXX) XXX-XXXX.

The deadline for nominations is: **DATE.**

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**FOR IMMEDIATE RELEASE CONTACT:**

**Date Jane Doe, (803) 555-5555**

 **(YOUR CITY HERE), S.C. --** The Oz County First Steps Partnership Board Nominating Committee will meet at \_\_\_\_\_ (time) on \_\_\_\_\_ (date) in room \_\_\_ at the \_\_\_\_\_\_\_\_ (location including address).

**Agenda**

1. Call to Order
2. Review of Board Member Nominees
3. Selection of Slate of Nominees
4. Determine Process for Publicizing List of Nominees (must be done at least seven days before election)
5. Adjournment

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**FOR IMMEDIATE RELEASE CONTACT:**

**Date Jane Doe, (803) 555-5555**

**Oz County First Steps to Hold Annual Meeting, Elections**

**(YOUR CITY HERE), S.C. --** The Oz County First Steps Partnership Board encourages the public to attend its annual meeting at \_\_\_\_\_ (time) on \_\_\_\_\_ (date) in room \_\_\_ at the \_\_\_\_\_\_\_\_ (location including address).

Oz county residents who attend the meeting can learn more about the results of the First Steps to School Readiness program in the county as well as future plans. In addition, the board will elect \_\_\_ new board members.

 (Add additional information about the event such as special speakers and/or activities.)

 An agenda is attached.

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### Oz County First Steps Partnership Board

**[Location]**

**[Date]**

**[Time]**

**Sample Agenda**

1. Call to Order
2. Approval of Minutes
3. Report
4. Committee Reports
5. Election of New Board Members

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***Sample Election Notification Ad***



**Oz County First Steps to School Readiness**

**Seeks Nominations for Board of Directors**

The Oz County First Steps Partnership is seeking nominations for individuals to serve on its board. Nominations may come from anyone in the county and should be forwarded to the Oz County First Steps office at 122 Wonderland Street, Oz, South Carolina 23225 by \_\_\_\_\_\_ (date). Nomination forms are available at the Oz County First Steps office or by calling (555) 555-5555.

In the elections, Oz County First Steps is seeking board members with a commitment to the education, healthy development and wellbeing of young children ages birth to 6 years old.

Oz County First Steps is seeking nominations for individuals residing or employed within the County in the following areas:

(List available elected position categories)

***Sample Broadcast Script for Election Notification***



The Oz County First Steps Partnership is seeking nominations for individuals to serve on its board. Nominations may come from anyone in the county and should be forwarded to the Oz County First Steps office at 122 Wonderland Street, Oz, South Carolina 23225 by \_\_\_\_\_ (date). Nomination forms are available at the Oz County First Steps office or by calling (555) 555-5555.

In the election, Oz County First Steps is seeking board members with a commitment to the education, healthy development and wellbeing of young children ages birth to 6 years old.