

NFMS SPACE SHUTTLE PROGRAM

PUBLIC RELATIONS SPECIALIST APPLICATION

Congratulations on deciding to apply for the public relations specialist position with the NFMS SPACE Shuttle Program. Please read the following information carefully and be sure you have the time and the motivation to dedicate to this project. This is a very demanding position and will require a tremendous amount of your personal time. You must maintain good grades in all of your classes. Remember....NO PASS, NO FLY! You will be representing the students of your school as well as our community.

Eight (8) public relations specialist will be chosen. Selection will be based on this application and teacher recommendations. (Keep it neat!) Put forth your best effort in preparing and completing this form. Your completed application must be turned in to Mrs. Evans on or before March 31, 2005. **NO** late applications will be accepted.

JOB DESCRIPTION FOR PUBLIC RELATIONS PERSONNEL

The public relations specialist are in charge of publicizing the mission by keeping the news media informed, writing news articles, scheduling and conducting all tour, and organizing "Lift Off" reception (if applicable).

RESPONSIBILITIES BEFORE AND DURING THE MISSION:

Public relations specialists will be in charge of scheduling and conducting all tours. They will need to plan, schedule and host all receptions, tours, and press conferences; will need to be able to set up refreshments and schedules for tours given to special guests; will also be responsible for keeping a scrapbook of the mission. This will include pictures, newspaper articles, television broadcasts on video taps, etc.

RESPONSIBILITIES AFTER THE MISSION:

Compile and turn in a scrapbook; write mission wrap up articles for publication in newspaper and a final written review of the mission.