

November 19, 2007



Dear Company Representative,

Thank you for participating in the 2<sup>nd</sup> Annual Come Home to Syracuse Social Event. It's free. It's informal. And it's the first step to coming home! Below is information on exhibiting at the event.

**Event Date:** Thursday, December 27<sup>th</sup>

**Event Time:** 5:00PM – 8:00PM

**Event Location:** PJ's Pub & Grill, Armory Square

**Load In Time:** 3:00PM – 4:00PM. The news media will likely start early coverage (before 5PM.)

We'd like you to be there and garner some attention for your company. And by 5PM the crowds will begin.

**Load Out Time:** After 8:00PM

**Overview:** Informal networking event. Send your most outgoing recruiters – they will need to be able to work the crowd. Company logo wear is highly recommended. We encourage you to bring plenty of business cards, postcards, brochures, etc.

**Admission:** Free to attendees and companies.

**Refreshments:** PJ's will be providing light hors d'oeuvres during the event.

**Nametags:** Everyone will have nametags. White tags identify job seekers. They will be encouraged to put their name and area of interest. Green tags identify employers. We encourage you to provide your name and the skill area you are seeking. Golf shirts identify Volunteer staff from Come Home to Syracuse, the MDA, MACNY, Chamber of Commerce, Clear Channel Radio, 40 Below, etc.

**Posters and Banners:** Please limit your company displays to a small table top display. For ease of navigation in a somewhat small space, banners, easels, posters, etc. are discouraged. If you provide a high-resolution graphic and/or company message in advance, we will ensure that it receives rotational display on the large screen display(s). Please email files to [eventplanning@clearchannel.com](mailto:eventplanning@clearchannel.com).

**Main Room:** The room directly behind the bar is the main networking room. The main room has only small, high-top cocktail tables (first come, first serve, limited space for collateral material, an acrylic flyer is a good identifier.)

**Second Room:** This year, we will also be using the second dining room. This room will be set up with round tables, each designated for one or more industry clusters. These are shared tables. Feel free to populate with company collateral, but please leave space for your industry colleagues. You may also want to have a company representative in this room. Please note: we will segregate a corner of this room to be used for one on one, quieter conversations with applicants. This space will be available on a first come, first served basis.

**Drink Policy:** Clear Channel Radio will once again underwrite refreshments for attendees. Job Seekers will be given one free drink coupon when they register. Please Note- these coupons are for attendees, not employer representatives. If you would like to purchase drink coupons for your company representatives to distribute, please contact us in advance of the event.

**Job Seeker Pre-Registrations:** We have encouraged those planning to attend to pre-register. To review the pre-registration profiles, one (or more) of your recruiters need to establish a personal profile on <http://www.comehometosyracuse.com/gateway.php>.

**Emergencies:** Please locate an event volunteer immediately.

**For More Information:** [www.comehometosyracuse.com](http://www.comehometosyracuse.com)

**Additional Questions:** Frank Caliva, MDA, 315.422.0482.

Sincerely,

*Come Home to Syracuse Event Committee*

