

# Open House Special Project

Tentative date set for January 29, 2004 from 1pm - 4pm.

## Target group

- Job Seekers
- Employers

## Advertisement ideas

- Chamber of Commerce News Letter to target employers
- Ukiah Daily Journal - an interview or write an article and give to them.
- Flyers posted at DOR, Regional Center, the library, schools, hospitals, restaurants, DSS lobby, change the screen savers on the RC computers to reflect the date of the event.

## Format

- Job Developers to give presentation to employers regarding services.
- Tours of the Resource Room for job seekers.
- Success Stories - have 6-10 people that have used the center to give their success story.
- Have a table set up for Job Seekers to talk to employers. "Job Seekers" table also an "Employers" table.
- Have snacks in the Mendocino Room. Mix employers with job seekers in one room.
- Cookies, punch, water, pretzels
- Have name tags and tables that are color coded
  - Employers purple.
  - Job Seekers green.
  - Staff blue.

It was suggested that each agency be available to answer questions for Job Seekers and Employers. The smaller agencies should trade information with another agency so that if they are not available then someone can give general information regarding the services provided by the agency that is not available.

**We need to meet the 1<sup>st</sup> week of December so we can make some solid plans.** Today we brainstormed. We felt that there were not enough people that attended this meeting to make any final decisions.