

ATTACHMENT 1

FRANKLIN COMMUNICATIONS, INC.

EEO AUDIT DOCUMENTS

2021-2022 – PART 2

December 12, 2023

FULL-TIME VACANCY EEO INFORMATION – FORM BP-03

(Fill out for each full-time vacancy)

Job Title of Vacancy: Account Manager (Executive)

Recruitment Source That Referred the Hiree: LinkedIn

Date Vacancy Opened: On-going

Total Number of Persons Interviewed for the Vacancy: 5

Date Vacancy Filled: 2/14/22

Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Vacancy	Did the Source Request Notification?
WSNY/WLVQ/WVMX/WNND-NNP Websites	4401 Carriage Hill Lane Columbus, OH 43220	Nick Shaeffer	614-451-2191	1	No
ColumbusRadioGroup.com	*****	Nick Shaeffer	614-451-2191	0	No
HireMeColumbus.com	*****	Nick Shaeffer	614-451-2191	0	No
Ohio Association of Broadcasters Job Bank	OAB.org 17 South High Street, Suite 1010 Columbus, OH 43215	Christine Merritt	614-228-4052		No
All Access	AllAccess.com	*****		0	No
Saga Communications website	73 Kercheval Farms, Suite 201 Grosse Pointe Farms, MI 48236	Holly Rutherford	313-886-7070	0	No
Handshake	https://app.joinhandshake.com/			0	No
On-Air Recruiting Commercial	*****			1	No
Employee Referral	*****			2	No
Non-Employee Referral	*****			0	No
Internal Posting	*****			0	No
Internal transfer/promotion	*****			0	No
LinkedIn	LinkedIn.com			1	No
Indeed	Indeed			0	No

**We do not directly post job openings to these websites. They pick-up and post them from other sources.*

INTERVIEWEE INFORMATION – FORM BP-04

Job Title of Vacancy: Account Executive

Interview #	Interviewee's Name	Referral Source
1		On-Air Recruiting Commercial
2		Station website
3		Linkedin
4		Employee referral
5		Employee referral

VACANCY NOTIFICATIONS – FORM BP-05

Job Title of Vacancy: Account Executive

Date Vacancy Opened: On-going

Date Vacancy Filled: 2/14/22

Notifications of vacancy information for the above job title were given using the following advertisements, bulletins, letters, faxes, e-mails or other communications. Dated copies of these notifications are attached to this form.

Type of Notification	Date of Notification
WSNY/WLVQ/WVMX/WNND-NNP Websites	3/17/21
HireMeColumbus.com	3/17/21
ColumbusRadioGroup.com	3/17/21
Ohio Association of Broadcasters Job Bank	3/17/21
All Access	3/17/21

Melissa Andrix

From: oab@oab.org <noreply+bdeef88fea8ccfc3@formstack.com>
Sent: Wednesday, March 17, 2021 10:32 AM
To: Melissa Andrix
Subject: Job Board Submission - Successful!

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for submitting your job posting to the OAB Job Board!

We will review your posting and get it on our [website](#) within 72 hours. We will send a link to the actual job posting to the contact e-mail you listed above.

If you have additional questions, contact the OAB's Christine Merritt at cmerritt@oab.org or 614.228.4052. Thank you!



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Notifications Private messages melissadarlingandrix

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Job Openings

Moderators: shawmski, jdenver, mpaulsen68

Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability. No voiceover, voicetracking, or other business plugs, please!

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1 2 3 4 5 ... 65

Topics



Full-Time Sales Account Manager

Last post by melissadarlingandrix • Wed Mar 17, 2021 7:23 am



On-Call KSL NewsRadio Host

Last post by Bonneville • Wed Mar 17, 2021 6:43 am



Board Operator (On-Call)

Last post by Bonneville • Tue Mar 16, 2021 8:38 pm



Associate Producer

Last post by Bonneville • Tue Mar 16, 2021 7:58 pm



Full-Time Afternoon Radio Broadcast Reporter KBND AM/FM

Last post by bonacquisti • Tue Mar 16, 2021 5:21 pm



Senior Account Executive- Beasley Media Group Charlotte

Last post by beasleymedia • Tue Mar 16, 2021 2:12 pm



Digital Sales Executive- Beasley Media Group Charlotte

Last post by beasleymedia • Tue Mar 16, 2021 2:10 pm



Digital Client Services Manager- Beasley Media Group Charlotte

Last post by beasleymedia • Tue Mar 16, 2021 2:08 pm



Executive Sales Administrator job posting- Beasley Media Group Charlotte



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AMERICA**

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broadcasting
colleagues
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Small Market News Opening

Last post by [activedoody](#) « Tue Mar 16, 2021 11:13 am



Seeking All-Star Broadcaster in The Heart of the Rockies

Last post by [terencewest](#) · Tue Mar 16, 2021 10:07 am



Local Sales Manager - Forever Media Inc - York, PA

Last post by [tammysignor](#) « Tue Mar 16, 2021 9:05 am



PART-TIME ON AIR/SWING SHIFT RALEIGH/DURHAM

Last post by [edwards](#) « Tue Mar 16, 2021 6:53 am



Chief Engineer- Dothan, AL

Last post by [bryanholladay](#) « Tue Mar 16, 2021 6:52 am



Program Director - Cumulus Media - Wilmington, NC

Last post by [rox](#) « Tue Mar 16, 2021 1:28 am



Seeking Shows to Syndicate

Last post by [platinumatl](#) « Mon Mar 15, 2021 6:43 pm



Sales Manager - Full Time - Fargo, ND

Last post by [bakkenbeaconmedia](#) « Mon Mar 15, 2021 1:02 pm



SALES MANAGER NEEDED IN NEW ENGLAND

Last post by [jsanders](#) « Mon Mar 15, 2021 11:20 am



Creative Services / Production Director

Last post by [woofboom](#) « Mon Mar 15, 2021 10:57 am



Looking for an APD/On-Air Talent in Idaho

Last post by [djjade](#) · Mon Mar 15, 2021 10:33 am



Afternoons/Music Director

Last post by [dhowardradio](#) « Mon Mar 15, 2021 10:00 am



RCS Product Support Specialist

Last post by [alisonm](#) « Mon Mar 15, 2021 6:17 am

[New Topic](#)

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You Might Also Like

Melissa Andrix

From: Michelle Hurley
Sent: Wednesday, March 17, 2021 12:49 PM
To: Nick Shaeffer; Melissa Andrix
Cc: !Col_DigitalRequests
Subject: RE: Job posting - HireMeColumbus.com

Yes, they can all come to me.

Michelle Hurley
General Sales Manager/Director of Marketing
Columbus Radio Group
614-273-2651 (direct)

From: Nick Shaeffer <nick.shaeffer@columbusradiogroup.com>
Sent: Wednesday, March 17, 2021 12:42 PM
To: Melissa Andrix <mandrix@columbusradiogroup.com>
Cc: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: Re: Job posting - HireMeColumbus.com

I think the websites have resumé's going to Michelle Hurley. It appears the websites are currently crashing. I can't get on any of them either.

Nick Shaeffer
Creative Content Coordinator
Columbus Radio Group
614-451-2191 ext. 118

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Date: Wednesday, March 17, 2021 at 12:34 PM
To: Nick Shaeffer <nick.shaeffer@columbusradiogroup.com>
Cc: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: RE: Job posting - HireMeColumbus.com

I have been trying to get on our websites and I can't for some reason – I could earlier this morning?

I wanted to check – didn't we change to have resumes sent to Michelle Hurley's email?

Please confirm how we have it listed on the station sites since I can't see them right now 😊

Thanks!

Melissa Andrix

Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

From: Nick Shaeffer <nick.shaeffer@columbusradiogroup.com>
Sent: Wednesday, March 17, 2021 12:30 PM
To: Melissa Andrix <mandrix@columbusradiogroup.com>
Cc: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: Re: Job posting - HireMeColumbus.com

This job listing is now posted on HireMeColumbus.com. There isn't much to the job description so if you need me to add anything, let me know. I have the resumé's going to Erik. Let me know if someone else needs to collect resumé's or if anyone needs added to the list.

Thanks,
Nick Shaeffer
Creative Content Coordinator
Columbus Radio Group
614-451-2191 ext. 118

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Date: Wednesday, March 17, 2021 at 10:20 AM
To: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: Job posting - HireMeColumbus.com

Hi Nick –

Can you please add the Sales Account Manager job posting to HireMeColumbus.com?
This can be an on-going posting like it is on our station websites.
Please let me know once this is complete.

Thanks!

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

This email message, including attachments, may contain confidential and/or privileged material. Any unauthorized use, disclosure or distribution is prohibited. If you have received this in error, please delete it. Saga Communications, Inc. and all its subsidiaries and stations that it owns or operates prohibit all forms of discrimination in advertising contracts. We

do not, and shall not, discriminate on the basis of race, ethnicity, or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio commercials provided to our stations are properly licensed to be broadcast on radio stations and the associated internet streams.

Attachment B
Menu Option Activities

MENU OPTION ACTIVITIES

WSNY, WLVQ, WVMX, WNND/NNP has engaged in the following outreach activities during the year covered by this report: June 1, 2021 – May 31, 2022

Activity Classification*	Type of Activity	Brief Description
5	Internship Program	Provided paid internship to college student
1	Job Fair	Ohio State Summer Internship & Opportunity Fair – 2/12/22
1	Job Fair	Cedarville University Spring Career Fair – 2/23/22
1	Job Fair	Miami Regionals Career & Internship Fair – 3/3/22
1	Job Fair	Ashland University Career Fair – 3/22/22

* For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of websites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

MENU OPTION ACTIVITIES – FORM BP-02

Type of Activity: Internship Program

Activity Classification: 5

Nature of Activity, Including Date(s):

June 2021 – August 2021 – Hired Jason Meggysey as our company intern.

Scope of Station's Participation:

The Columbus Radio Group participated in the Saga Communications Corporate Internship again in 2021. Jason Meggysey, Miami University student, was on a team of 5 part-time, paid staff members, hired to assist the Marketing/Promotion Department with the implementation of off-site promotions and events. Jason was chosen, out of those 5 part-timers, to be the 2021 SAGA Intern. The SAGA Intern is one that both works events/promotions as well as learns the business of radio by doing a department rotation within the building – working a maximum of 26 hours per week. The purpose of this SAGA Internship is to interest and encourage junior and senior college students in a career in broadcasting; to provide hands-on, real-life experiences. Jason was assigned to Michelle Hurley, the Director of Marketing/General Sales Manager at the Columbus Radio Group. He managed his own calendar over the course of 10-12 weeks, including shadowing, interviewing, and working with department heads in each area of our radio station all the while working events on-site to understand the client & listener benefits of Event Marketing – a true point of differentiation in the Columbus Radio Group offering. Jason's end of year project included producing a full-length podcast to go along with CRG's Service Before Self campaign.

Station Personnel Involved:

Michelle Hurley – Director of Marketing & General Sales Manager (point person)
Multiple station personnel – all departments involved



The Solution Store

Columbus (614) 224-1111 | Sun 10.96 | 104.3 | 104.3 | 104.3 | 104.3

SAGA Internship

The Columbus Radio Group - owned by SAGA Communications, Inc. - is looking for junior and senior college students who are interested in a career in broadcasting!

One (1) SAGA Intern is chosen each summer with an opportunity to work a maximum of 26 PAID hours per week.

Not only do they get to work as a member of a team - alongside our Summer Event Street Team - but they also get individualized focus in each and every department within the building to provide a meaningful learning experience in one of the most successful radio groups in the country!

The SAGA Intern is assigned to the Marketing/Promotion department. They'll initially shadow employees in that department, and then begin to create professional work product themselves for review, critique, and future reference.

Our goal is to provide hands-on, real-life experience in broadcasting, working on projects from concept to completion and presenting results at the end of the internship to the entire group of Department Heads.


Those interested in a career in the broadcasting industry should send resumes to
Michelle.Hurley@ColumbusRadioGroup.com.






STAFFING SALARY CHANGE REQUEST FORM


Market: Columbus, OH Date: ~~06/17/21~~ 7/1/21

Employee Name:  Position: SAGA Intern 2021

Position Description/Duties: Jason is a Summer Street Team member and has been chosen as our 2021 SAGA Intern. Jason will shadow the Marketing/Promotion/Programming Department mainly with a focus on digital outlets, including Social Media & Podcasting for our broadcast products. His enthusiasm for the broadcast industry, radio in general, and special-interest of digital products including podcasting makes Jason a wonderful choice for this year's position. We look forward to hosting him.


max

Current Rate of Pay: \$  # Hours/week: 26 max Benefits Yes or No
(Circle the answer)


Requested New Rate of Pay: \$ 

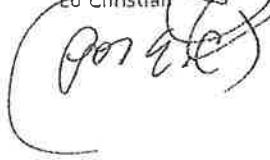
In the space below, please provide a detailed explanation of why this position should be an "exception" to the current salary freeze: _____

Signed:  7/1/21
 General Manager Date

 7/1/21
 Business Manager Date

Corporate Approval:  7/1/21
 Ed Christian Date

 7/1/21
 Annette Calcaterra Date



SAGA INTERNSHIP AGREEMENT

THIS AGREEMENT is between Franklin Communications, Inc. ("Company") and [INTERN'S NAME], an individual ("intern") currently residing at _____

WHEREAS, the intern desires training in the radio business and is to receive academic credit from a college or university for that training; and

WHEREAS, Company has agreed to provide such training to Intern under the direct observation of the Company employees who have expertise and knowledge of the radio business ("internship");

NOW THEREFORE, in consideration of the mutual promises set forth herein below and intending to be legally bound thereby, the parties agree to the following:

1. The company agrees to provide training in the radio business to Intern at its 4401 Carriage Hill Lane, Columbus, OH 43220 facility beginning June 2021 and ending on August 31, 2021.
2. It is mutually agreed and understood that the Company may terminate this internship at any time and for any or no reason.
3. Intern specifically understands and agrees to the following:
 - Intern will not be covered, nor is he/she entitled to be covered, by any insurance benefits, including worker's compensations, and will not be eligible for unemployment compensation upon termination of the Internship.
 - Intern will hold Company harmless for any claim or cause of action of any kind whatsoever arising from Intern's Internship.
 - Intern will comply with all instructions and guidelines given to him/her from time to time and at all times will comply fully with the Company's policies in the Company's Employee Handbook, a copy of which has been provided to the Intern.
 - Intern has no expectation of a job with the Company after completion of the Internship.
 - This Internship arises from an academic initiative related to Intern's academic course of study and is for the benefit of that initiative.

. During the course of this Internship, Intern will not perform services that will result in the displacement of any Company employees.

5. During and after this Internship, Intern agrees to keep in the strictest confidence, and not disclose to any person, all confidential information relating to the Company, its business, and its clients, which is learned or acquired during the Internship.

INTERN:



Signature



Print Name

7/8/2021

Date

Franklin Communications, Inc. VP/GM:



Signature

Eric Schmitt

Print Name

7/8/21

Date

MENU OPTION ACTIVITIES – FORM BP-02

Type of Activity: Job Fair

Activity Classification: 1

Nature of Activity, Including Date(s):

2022 Ohio State Summer Internship & Opportunity Fair (in-person)
February 15, 2022 – 11:30am-3:30pm
The Ohio Union Grand Ballroom

Scope of Station's Participation:

Present during activities

This event targeted undergraduate students seeking internships, volunteer opportunities, part-time and full-time summer employment, and other resume building opportunities for Summer 2022. Candidates who attended this event sought to gain exposure to business-related functions, nonprofit organization management, and summer and recreational camp counseling and management.

Station Personnel Involved:

Kevin Schneider, Promotions Assistant

Invoice: #8458

Master copy invoice/receipt for EEO files — 2.7.22



Hello,

Your invoice has arrived! The Ohio State University has invoiced you for your 2022 Ohio State Summer Internship & Opportunity Fair (In Person) career fair registration. Your total comes to \$635.00.

[View Registration](#)

Kevin Schneider
~~*Therese Ryan Gallagher*~~
attending from Promotion Dept.

Registration Date: February 2nd 2022
Employer: THE COLUMBUS RADIO GROUP
Registrant: MELISSA DARLING ANDRIX
Billing Address: 4401 Carriage Hill Lane, Columbus, OH 43220

Please contact the career fair host for any questions:
Name: Addie Cheney
Email: cheney.45@osu.edu

Itemized List

Item	Date/Time	Cost
Corporate I Registration: 50 or more employees	2022 Summer Internship and Opportunity Fair - Tuesday, Feb 15, 11:30 am - 3:30 pm EST	\$625.00
Electrical Outlet Access	2022 Summer Internship and Opportunity Fair - Tuesday, Feb 15, 11:30 am - 3:30 pm EST	\$10.00
Total Cost:		\$635.00
Less Amount Paid:		\$0.00
Amount Due:		\$635.00

The Ohio State University has indicated that they'll be able to manually accept payments for this career fair.

Both credit cards (Visa, Mastercard, Discover, American Express) and check payments are accepted. All registration payments must be received 2 weeks prior to the career fair event. Companies not paying on time will be placed in pending status 2 weeks prior to the fair, hiding them from student view. Any unpaid companies will be removed 1 week prior to the event. Ohio State and the Center for Career & Professional success are not responsible for any financial travel losses incurred by your organization due to cancellation for non-payment for this event. If your organization does not allow pre-payment, then contact Addie Cheney (cheney.45@osu.edu) to discuss a payment plan. ONLINE CREDIT CARD PAYMENTS (preferred): Please pay by Credit Card via our online store, which can be found at <http://ccps-store.osu.edu/store> (cut and paste this link into your browser). Once in the online store, each of your "products" will start with "Summer Internship & Opportunity Fair," and then the same item name as listed on this invoice. Once you have found your item(s), then add it/them to your cart and complete the checkout process as you would on any e-commerce platform (such as Amazon). You will receive an email to confirm that we have received your order and successfully processed your payment. Please keep that email for your records. NOTE: If you have any issues with making your online payment, then please contact Andrew Perz at perz.12@osu.edu. PAYMENT BY CHECK: Please make the check out to The Ohio State University, Summer Internship & Opportunity Fair 2022. Plan ahead, as checks MUST BE RECEIVED 2 WEEK PRIOR TO THE EVENT DATE. If checks are not received, then this could lead to your cancellation. We have had issues in the past with industry business offices sending checks to the wrong address, so please verify with your business office that they have sent the check to the below address: Please make check out to The Ohio State University. Checks must be mailed to: Center for Career and Professional Success The Ohio State University ATTN: Summer internship & Opportunity Fair 100 Danney Hall 164 Annie & John Glenn Avenue Columbus, OH 43210-1369 For additional information or questions regarding payment contact Alex Lane at 614-688-2206 or via email at lane.388@osu.edu. NOTE: IF YOUR COMPANY DOES NOT CANCEL YOUR REGISTRATION PRIOR TO THE CANCELLATION DEADLINE OF FEBRUARY 1, 2022 BEFORE 5:00 PM ET, OR IF YOUR COMPANY IS A NO-SHOW FOR THE EVENT, THEN YOUR COMPANY WILL STILL BE HELD RESPONSIBLE FOR FULL PAYMENT AND WILL CONTINUE TO BE INVOICED UNTIL PAYMENT IS RECEIVED. LACK OF PAYMENT WILL PREVENT YOUR ORGANIZATION FROM PARTICIPATING IN FUTURE OSU RECRUITMENT EVENTS UNTIL PAYMENT IS RECEIVED.

Best,
The Handshake Team



Melissa Andrix

From: DoNotReply@pay.osu.edu
Sent: Monday, February 7, 2022 11:03 AM
To: Melissa Andrix
Cc: asccareer@osu.edu
Subject: Credit Card Payment Accepted

CAUTION This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear FRANKLIN COMMUNICATIONS , Your credit card payment was approved on 02/07/2022 at 11:02 AM. Confirmation Number: 1000171583 Payment Description: OSU College of Arts & Sciences Career Success 2726 Payment Amount: \$635.00 If you have any questions about your payment, please contact asccareer@osu.edu. Regards, The Ohio State University
PLEASE NOTE: This message was automatically generated. Please do not respond to this email address: it is used only by an automated system and is not monitored for responses.

Melissa Andrix

From: asccareer@osu.edu on behalf of CCPS Registration Payment <asccareer@osu.edu>
Sent: Monday, February 7, 2022 11:02 AM
To: Melissa Andrix
Subject: Order 2726 at CCPS Registration Payment

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks for your order 2726 at CCPS Registration Payment.

Please contact us if you have any questions about your order.
asccareer@osu.edu

Melissa Andrix

From: Kevin Schneider
Sent: Tuesday, February 8, 2022 3:28 PM
To: Melissa Andrix
Subject: Re: OSU In-Person Fair on Feb 15 | One Week Out

Thank you, Melissa!

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Sent: Tuesday, February 8, 2022 3:19 PM
To: Kevin Schneider <KSchneider@columbusradiogroup.com>
Subject: FW: OSU In-Person Fair on Feb 15 | One Week Out

Let me know if you have any questions!
You can make copies of the revised job posting Michelle sent to us yesterday to take with you.

Thank you!

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND/NNP-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

From: Cheney, Addie <cheney.45@osu.edu>
Sent: Tuesday, February 8, 2022 3:17 PM
Cc: Cheney, Addie <cheney.45@osu.edu>; Fuddy, Kayli E. <fuddy.7@osu.edu>
Subject: OSU In-Person Fair on Feb 15 | One Week Out

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Career Fair Registrant,
We look forward to hosting you next week at The Ohio State University **Summer Internship & Opportunity Fair** (in-person). This event will take place on Tuesday, February 15 from 11:30am – 3:30pm.

Friendly Reminders:

- There is still time to sign up for our student panel session titled ***Students Speak: How to Attract & Retain Diverse Talent***. Reflecting the diversity of talent at Ohio State, panelists will discuss what they look for in an employer and outline strategies for employers to attract and retain up-and-coming talent. The event takes place from 10-11am before the fair and is **FREE**. Coffee and tea will be provided. Check-in and set-up for the fair will open at 9am to accommodate participation in the panel event. Let me know if you'd like to register and I can add you to the roster.
- **For accessibility**, we recommend that companies have their DEI communications (e.g., disability policies, etc.) available in multiple formats such as printed copies and digital PDF's ready to send upon request.

- **If you have not completed payment, please do so as soon as possible.** See below for payment related information.

Event Logistics:

PLEASE NOTE THAT ALL VISITORS TO INDOOR SPACES ON THE OSU CAMPUS MUST BE MASKED FOR THE DURATION OF THEIR STAY. The event will have N-95 masks available for everyone attending. N-95 style masks are not required, but we have purchased them as a courtesy for those interested in using them.

Event Schedule

2022 Summer Internship & Opportunity Fair

Tuesday, February 15th | 11:30 am – 3:30 pm ET | The Ohio Union Archie Griffin Grand Ballroom (second floor)

- 9:00-11:30am = Check-in and Set-up
 - Check-in on the second floor of the Ohio Union, southwest entrance to ballroom.
 - At this time, facility staffing shortages may leave us without workers to meet employers at the loading dock. As such, you may want to reconsider bringing in materials that would require loading dock assistance.
 - **Parking passes will be distributed at check in.** PLEASE BRING THE TICKET YOU RECEIVE FROM THE GARAGE GATE MACHINE WITH YOU INTO THE VENUE. A sticker with an exit bar code will be applied to your ticket upon check-in
- 10:00-11:00am = Free Student Panel Session for Employers | ***Students Speak: How to Attract & Retain Diverse Talent*** in the Cartoon Room (3rd Floor). If you are not already registered and wish to attend, please contact me (Cheney.45@osu.edu).
- 11:30-3:30pm = Career Fair
- 11:45 am = Boxed lunches and beverages will be made available in the Cartoon Room (3rd floor). That room also provides space for dining. We ask that employer dine in shifts to minimize density.
- 3:30- 4:30pm = Teardown

Directions and Parking

This event is held at the Ohio Union (building 161 on the [campus map](#), at the corner of 12th and High Street). Employers may park in the Ohio Union South garage, building 288, adjacent to the event facility. See map for details: <https://www.osu.edu/map/building.php?building=162>

Travel directions from the airport and central highways can be found here:

https://ohiounion.osu.edu/visiting/directions_and_parking/

Upon entering the **Ohio Union South parking garage**, employer representatives should take a white ticket at the gate. Event staff will be on hand in the loading dock of the garage to assist with transporting packages. **Please note that, due to budget constraints, parking validation will be provided ONLY to registered recruiters.**

Shipping Display Material

If you have materials or a display which you want to send to the Ohio Union prior to the event, please fill out the Ohio Union shipping and receiving form at:

ohiounion.osu.edu/plan_an_event/ohio_union_loading_dock

Send your materials to the address provided below. Please follow the template below, adding your company details and number of items out of a total sent. It is important that you label your packages exactly as follows to ensure proper delivery.

Mail to:

Summer Internship & Opportunity Fair (274009) February 15, 2022

(COMPANY NAME), Item ___ of ___

The Ohio Union / A. Gladish
1739 North High Street
The Ohio State University
Columbus OH 43210

A Drayage charge of \$10 per package will be assessed and included on the master event invoice. Any item received before 2 days prior to the event will be assessed additional charges to the event master invoice. All materials will be delivered to The Ohio Union during regular business hours which are Monday through Friday, 8:00 a.m. - 5:00 p.m.

We recommend not to ship anything "Next Day Guaranteed (by any time or any shipper)". Due the sheer volume of deliveries to all of campus, our experience is that we may not receive it by the guaranteed time.

For any additional access questions, please contact the Shipping and Receiving Manager, Adrienne Gladish at 614-247-7467 or gladish.2@osu.edu

Return Shipments

Ohio State is not responsible for any return shipments. However, the Ohio Union, as a courtesy, will send your materials out if items are packaged (sealed) and pre-labeled, either via UPS or FedEx.

Virtual Summer Internship & Opportunity Fair

If you are also participating in the virtual event on February 16th, you will receive separate instructions for that event.

Other Information:

If you have not already done so, we encourage you to post positions related to the career fair on the OSU Handshake system that reaches all students at the university. If you have questions about this process, please let me know.

Deadline to Pay has passed. If you have not done so already, please complete payment as soon as possible.

Both credit cards (Visa, Mastercard, Discover, American Express) and check payments are accepted. All registration payments must be received 2 weeks prior to the career fair event. Companies not paying on time will be placed in pending status 2 weeks prior to the fair, hiding them from student view. Any unpaid companies will be removed 1 week prior to the event. Ohio State and the Center for Career & Professional success are not responsible for any financial travel losses incurred by your organization due to cancellation for non-payment for this event. If your organization does not allow pre-payment, then contact Addie Cheney (cheney.45@osu.edu) to discuss a payment plan.

ONLINE CREDIT CARD PAYMENTS (preferred):

Please pay by Credit Card via our online store, which can be found at <http://ccps-store.osu.edu/store> (cut and paste this link into your browser).

Once in the online store, each of your "products" will start with "Summer Internship & Opportunity Fair," and then the same item name as listed on this invoice. Once you have found your item(s), then add it/them to your cart and complete the checkout process as you would on any e-commerce platform (such as Amazon). You will receive an email to confirm that we have received your order and successfully processed your payment. Please keep that email for your records.

NOTE: If you have any issues with making your online payment, then please contact Andrew Perz at perz.12@osu.edu.

PAYMENT BY CHECK:

Please make the check out to The Ohio State University, Summer Internship & Opportunity Fair 2022. Plan ahead, as checks MUST BE RECEIVED 2 WEEK PRIOR TO THE EVENT DATE. If checks are not received, then this could lead to your cancellation. We have had issues in the past with industry business offices sending checks to the wrong address. so please verify with your business office that they have sent the check to the below address:

Please make check out to The Ohio State University.

Checks must be mailed to:

Center for Career and Professional Success

The Ohio State University
ATTN: SUMMER INTERNSHIP & OPPORTUNITY FAIR 2022
100 Denney Hall
164 Annie & John Glenn Avenue
Columbus, OH 43210-1369

For additional information or questions regarding payment contact Alex Lane at 614-688-2206 or via email at lane.388@osu.edu.

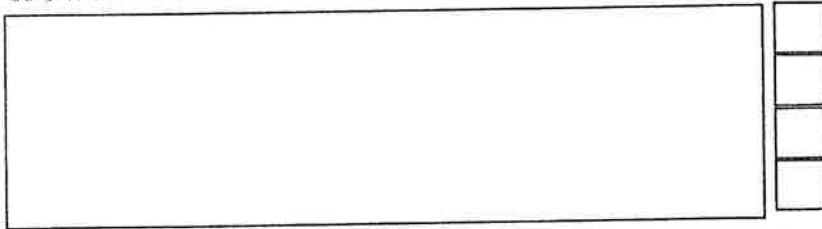
NOTE: IF YOUR COMPANY DOES NOT CANCEL YOUR REGISTRATION PRIOR TO THE CANCELLATION DEADLINE OF FEBRUARY 1, 2022 BEFORE 5:00 PM ET, OR IF YOUR COMPANY IS A NO-SHOW FOR THE EVENT, THEN YOUR COMPANY WILL STILL BE HELD RESPONSIBLE FOR FULL PAYMENT AND WILL CONTINUE TO BE INVOICED UNTIL PAYMENT IS RECEIVED. LACK OF PAYMENT WILL PREVENT YOUR ORGANIZATION FROM PARTICIPATING IN FUTURE OSU RECRUITMENT EVENTS UNTIL PAYMENT IS RECEIVED.

Questions? Contact Me!



Addie Cheney
Assistant Director, Industry Connections
Arts and Sciences Center for *Career* and Professional Success
Gender Pronouns: She/Her/Hers
100 Denney Hall, 164 Annie & John Glenn Ave, Columbus, OH 43210
614-247-1781 Office
cheney.45@osu.edu
asc-careersuccess.osu.edu

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INTERESTED IN JOINING THE GREATEST COMPANY IN THE WORLD? CLICK [HERE](#) TO SEE OUR CAREER OPPORTUNITIES

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MENU OPTION ACTIVITIES – FORM BP-02

Type of Activity: Job Fair

Activity Classification: 1

Nature of Activity, Including Date(s):

Cedarville University Spring Career Fair (in-person)
February 23, 2022 – 11am-2:30pm
Doden Field House

Scope of Station's Participation:

Present during activities

Our Spring Career Fair is an annual event at Cedarville where students and alumni of all years & majors attend and are eager to speak with you about your open internship and full-time opportunities. Year after year, we hear from employers that our fairs helped them make successful hires and build their brand at Cedarville University. Our team is proud to host this fair and we look forward to connecting students with employers and employers with students.

Station Personnel Involved:

Melissa Andrix, Office Manager

*Melissa
copy EOE filed 2.16.22
paid job fair*

Melissa Andrix

From: Handshake <handshake@notifications.joinhandshake.com>
Sent: Wednesday, February 16, 2022 1:45 PM
To: Melissa Andrix
Subject: Receipt for THE COLUMBUS RADIO GROUP Employer: Registration for Cedarville University Spring Career Fair | Feb. 23, 2022 | 11am-2:30pm at Cedarville University

WARNING: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Receipt for registration for THE COLUMBUS RADIO GROUP

Hello,

Your payment for THE COLUMBUS RADIO GROUP Employer: Registration for Cedarville University Spring Career Fair | Feb. 23, 2022 | 11am-2:30pm at Cedarville University has been received. We recommend that you keep this email for your records.

Amount Paid: **\$100.00**

Date paid: **February 16th 2022 at 1:45 pm EST**

Credit Card Details: **MasterCard ending in 6865**

Thank you,
The Handshake Team

Melissa Andrix

From: Handshake <handshake@notifications.joinhandshake.com>
Sent: Monday, February 14, 2022 5:10 PM
To: Melissa Andrix
Subject: Invoice for THE COLUMBUS RADIO GROUP Employer: Registration for Cedarville University Spring Career Fair | Feb. 23, 2022 | 11am-2:30pm at Cedarville University

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Your invoice has arrived!



Hello MELISSA,

Invoice #1681 for THE COLUMBUS RADIO GROUP:

Your invoice has arrived! Cedarville University has invoiced you for your 'Cedarville University Spring Career Fair | Feb. 23, 2022 | 11am-2:30pm' career fair registration. Your total comes to **\$100.00**.

[Download Invoice](#)

You can view more details about [your registration](#) at any time on Handshake.

Brenna Johnson says:

Thank you for registering for Cedarville's Spring Career Fair (*Yellow Jacket Package*). **Attached, you will find your invoice.** You can pay by credit card or check. Remember...

- We do not accept American Express credit cards.

Name: Brenna Johnson

Email Address: bnjohnson@cedarville.edu

You can [Pay Here](#) using a credit card.

Cedarville University has indicated they'll be able to take payments manually for this career fair.

*You will not be asked to provide payment before you submit your registration. Once you submit your registration, it needs to be approved. Once it is, you will be sent your invoice to pay. We do not accept American Express. Checks can be made out to: Cedarville University Career Services Mailing address: Cedarville University Career Services 251 N. Main St. Cedarville, OH. 45314 Please Note: When purchasing any of the Multiple Fair Packages you will need to manually enter the additional attendees for the second fair in the EXTRA ITEMS section (Additional Attendee – Multiple Fair). Please list the names of all additional attendees.

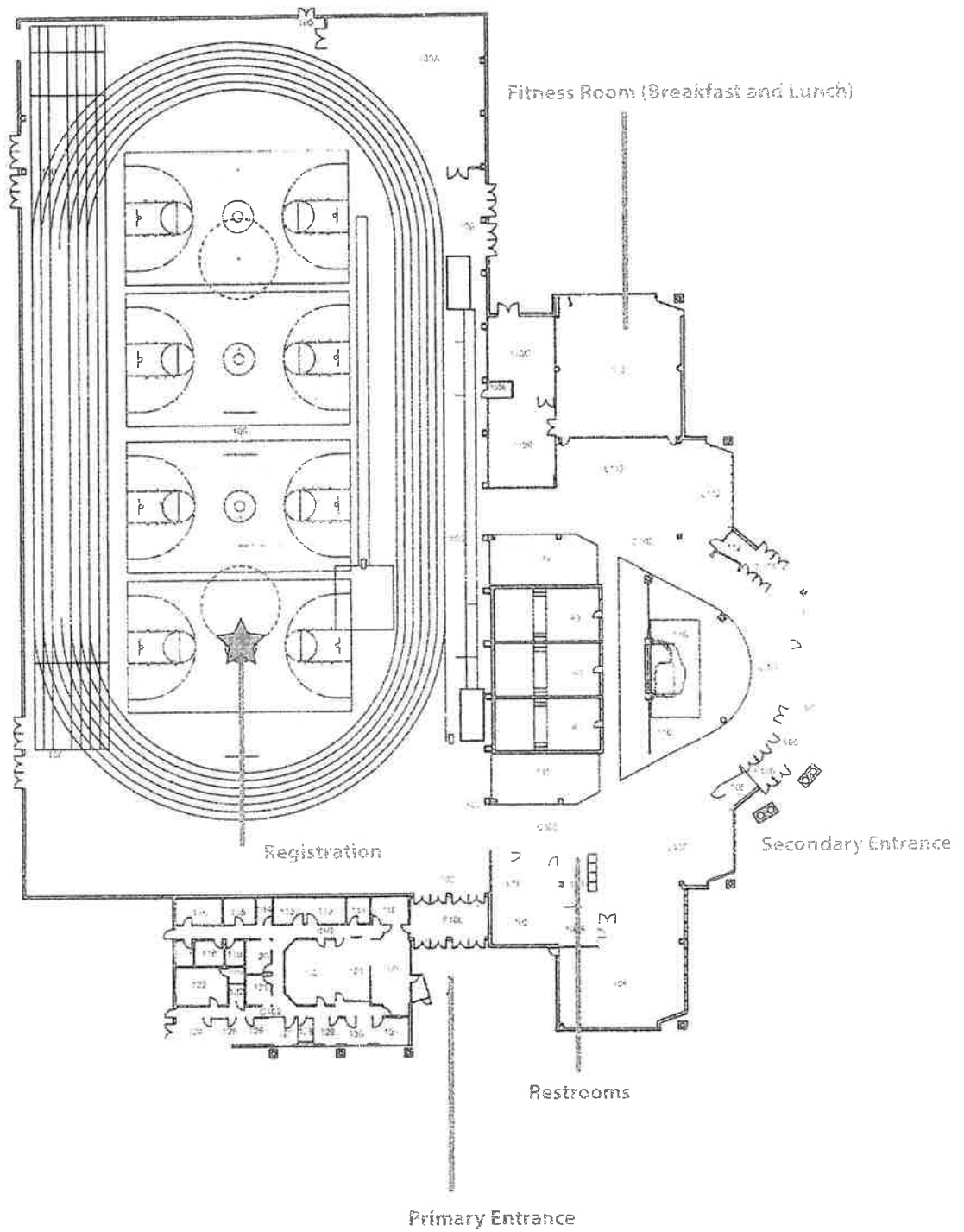
Thank you,
Cedarville University

If you'd no longer like to receive emails like this you can [sign in](#) to manage your preferences or [unsubscribe](#).



P.O. Box 40770, San Francisco, CA 94140





Doden Field House

Melissa Andrix

From: handshake@mail.joinhandshake.com on behalf of Cedarville University Career Services via joinhandshake.com <handshake@mail.joinhandshake.com>
Sent: Wednesday, February 16, 2022 4:48 PM
To: Melissa Andrix
Subject: Cedarville Spring Career Fair | Important Info/Reminders | ONE WEEK AWAY | Feb. 23
Attachments: aerial_doden_field_house.pdf; CU_Campus_Map_(22SP_Career_Fair).pdf

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Good Afternoon, MELISSA -

We are SO EXCITED to welcome you to Cedarville University's Spring Career Fair on **Wed, Feb. 23** from **11-2:30pm** in the **Doden Field House**. It's **ONLY A WEEK AWAY!** Since it's so close, I wanted to reach out and touch base on some day-of details.

ITINERARY FOR THE DAY

8-11 AM - Arrive and set up your table in the Doden Field House. You will have a **6ft table**, **one chair**, a **disposable tablecloth**, and access to **electricity**. Please **enjoy a continental breakfast** during this time, too!

11 AM – Career fair begins

12-2 PM - **Enjoy a buffet-style lunch!** Come and go as you please.

2:30 PM – Career fair concludes. Thank you SO MUCH for coming!

DIRECTIONS AND PARKING INFORMATION

Parking will be reserved for you in the **Doden Field House parking lot** (#1 on the map)— simply enter from **State Route 72**, take the **main entrance** which is located directly across from the **Kyle Medical Center** (next to the **Shell Gas** station), continue going straight through the stop and over the large speed bump/crosswalk. There will also be **signage** pointing you in the right direction as you enter campus.

phone: 937.766.7868

Career Fair

Cedarville University Fall Career Fair | Oct. 6, 2021 | 11am-2:30pm

Wed, Oct 6 11:00 am EDT - 2:30 pm EDT

251 North Main Street, Cedarville, Ohio 45314, United States

- 116 employers attending



This email was sent to MELISSA DARLING ANDRIX from Cedarville University.
[Unsubscribe from Cedarville University](#) • [Unsubscribe from all Career Centers](#)

P.O. Box 40770, San Francisco, CA 94140

MENU OPTION ACTIVITIES – FORM BP-02

Type of Activity: Job Fair

Activity Classification: 1

Nature of Activity, Including Date(s):

Miami Regionals Career & Internship Fair (in-person)
March 3, 2022 -- 12pm-3pm
Miriam Knoll Community Center

Scope of Station's Participation:

Present during activities

Miami Regionals Office of Career Services & Professional Development is offering a Spring Career & Internship Fair to connect local employers with qualified students and alumni. This fair will be a great opportunity to network with current students and alumni, from all Miami campuses, to promote your organization's internships and full-time positions.

Station Personnel Involved:

Melissa Andrix, Office Manager

*Miami University - job fair
master copy*

Melissa Andrix

From: Handshake <handshake@notifications.joinhandshake.com>
Sent: Friday, February 18, 2022 3:55 PM
To: Melissa Andrix
Subject: Receipt for THE COLUMBUS RADIO GROUP Employer: Registration for Miami Regionals Career & Internship Fair - Spring 2022 (In-Person) at Miami University

for EOE file
[Signature]

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Receipt for registration for THE COLUMBUS RADIO GROUP

Hello,

Your payment for THE COLUMBUS RADIO GROUP Employer: Registration for Miami Regionals Career & Internship Fair - Spring 2022 (In-Person) at Miami University has been received. We recommend that you keep this email for your records.

Amount Paid: **\$175.00**

Date paid: **February 18th 2022 at 3:55 pm EST**

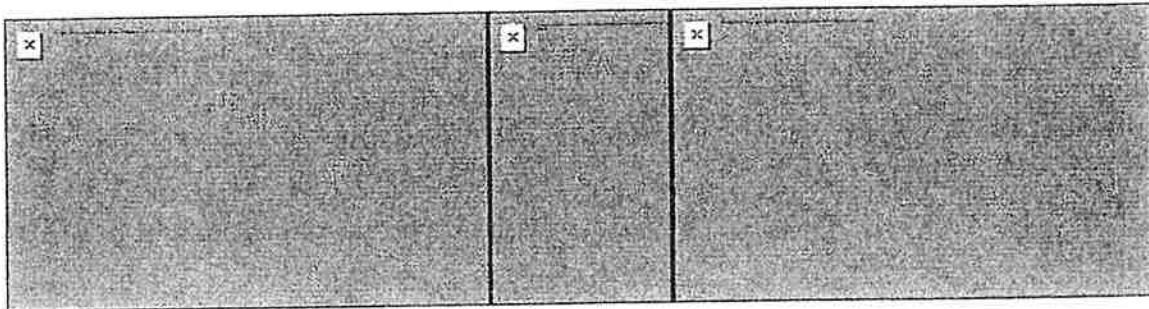
Credit Card Details: **MasterCard ending in 6865**

Thank you,
The Handshake Team

Melissa Andrix


From: Miami University <receipts+acct_1AV1WHArnyuMsGQN@stripe.com>
Sent: Friday, February 18, 2022 3:55 PM
To: Melissa Andrix
Subject: Your Miami University receipt [#1190-5337]

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Receipt from Miami University

Receipt #1190-5337

AMOUNT PAID	DATE PAID	STRIPE ACCT ID
\$175.00	February 18, 2022	 -6865

SUMMARY


MELISSA DARLING ANDRIX payment for registration for THE COLUMBUS RADIO GROUP on behalf of THE COLUMBUS RADIO GROUP	\$175.00
--	----------

Amount charged	\$175.00
-----------------------	-----------------

If you have any questions, contact us at careerfairs@miamioh.edu
or call at +1 513-529-3834.

Melissa Andrix

From: Handshake <handshake@notifications.joinhandshake.com>
Sent: Thursday, February 17, 2022 1:33 PM
To: Melissa Andrix
Subject: Career Fair Registration Approved at Miami University

 This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Your registration has been approved!

Hello MELISSA ,

Your registration for [Miami Regionals Career & Internship Fair - Spring 2022 \(In-Person\)](#) has been approved!

You can view more details about [your registration](#) at any time on Handshake.

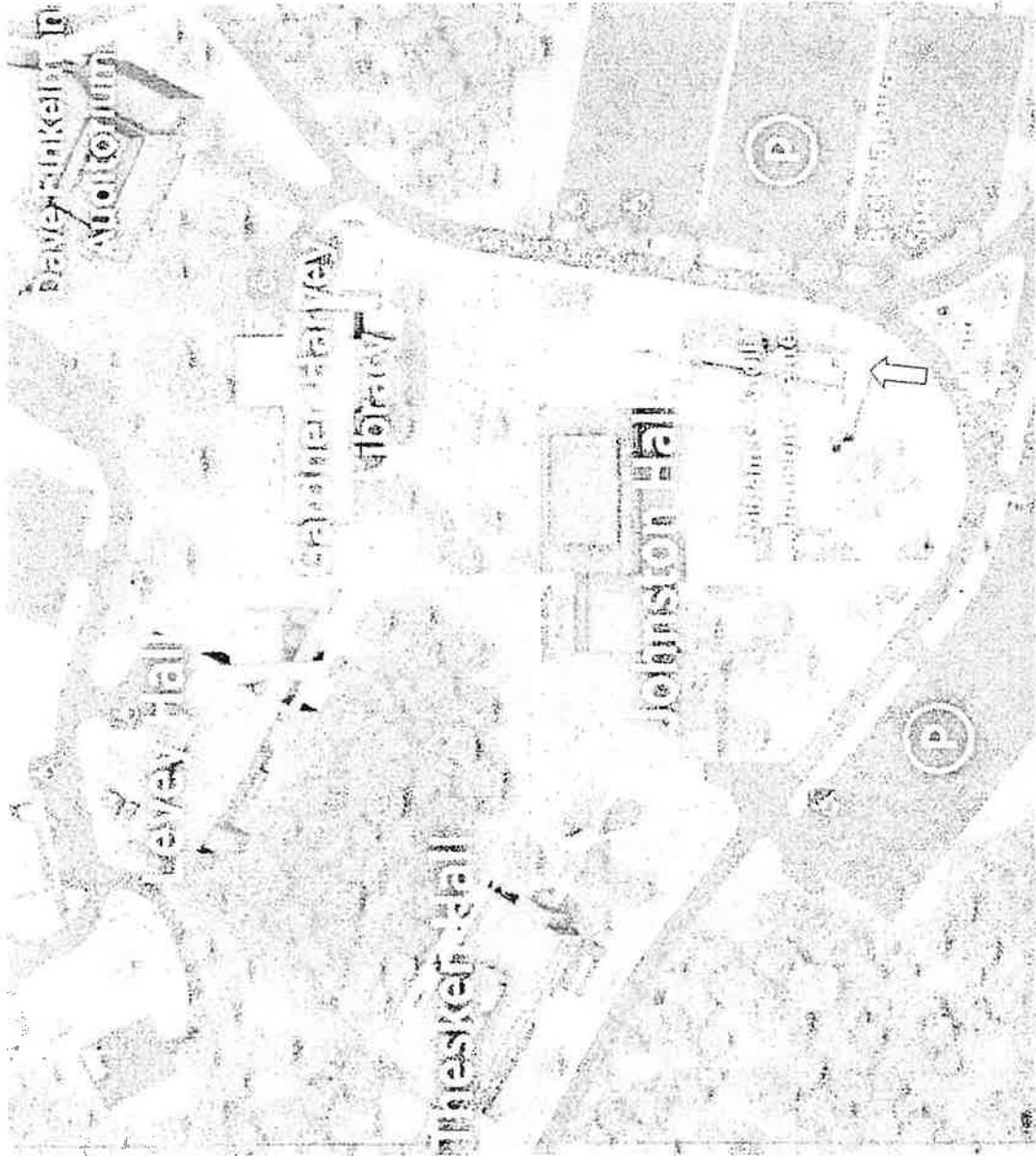
Registration Date: 2022-02-17

Employer: THE COLUMBUS RADIO GROUP

Registrant: MELISSA DARLING ANDRIX

Date Attending:

Thursday, Mar 3, 12:00 pm - 3:00 pm EST



Melissa Andrix

From: Wayne, Steve <whaynes@miamioh.edu>
Sent: Monday, February 28, 2022 10:16 AM
To: Steven Wayne
Subject: Parking Instructions for Thursday's Career Fair!
Attachments: Parking Map.pptx

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

We can't wait to see everyone at the Career & Internship Fair this Thursday, March 3rd at Miami Regionals - Middletown Campus! The fair goes from 12:00 Noon - 3:00 PM, but you can arrive as early as 11:00 AM in order to set up your booth and enjoy a box lunch from McAlister's Deli! I would like to remind everyone that masks or facial coverings are required to be worn on campus, per Miami University policy. We will have extra masks available if you need one.

The address for Miami-Middletown is 4200 North University Blvd., Middletown, OH 45042. The fair is being held at the Miriam G. Knoll Community Center. Plenty of free parking is available on campus. We will also have a large 2x3 foot sign board sitting on the sidewalk indicating the unloading zone. Here is a map (enclosed and below) to help you visualize it:

MENU OPTION ACTIVITIES – FORM BP-02

Type of Activity: Job Fair

Activity Classification: 1

Nature of Activity, Including Date(s):

Ashland University Career Fair (in-person)
March 22, 2022 – 5pm-7:30pm
John C. Meyers Convocation Center

Scope of Station's Participation:

Present during activities

The Career Center for Life Calling at Ashland University invites you to participate in our Career Fair for Spring 2022. This event is for employers who are looking to hire Ashland University students that are seeking internships, part-time, seasonal, or full-time positions.

Station Personnel Involved:

Kevin Schneider, Promotions Assistant



Master copy

INVOICE

Ashland University
401 College Ave., Ashland, OH 44805
chowman1@ashland.edu

Invoice No#: The Columbus Radio Group
Invoice Date: Mar 4, 2022
Due Date: Mar 4, 2022



\$0.00
AMOUNT DUE

BILL TO

THE COLUMBUS RADIO GROUP
Melissa Andrix
4401 Carriage Hill Lane, Columbus 43220, UNITED STATES
mandrix@columbusradiogroup.com
Phone: +1 614-451-2191

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	2022 Spring Career Fair	1	\$150.00	\$150.00
			Subtotal	\$150.00
			Shipping	\$0.00
			TOTAL	\$150.00 USD
			Amount paid	\$150.00
			AMOUNT DUE	\$0.00 USD

NOTES TO CUSTOMER

Thank you for registering for our 2022 Spring Career Fair. We look forward to seeing you! Once we receive payment we will mark you from pending to approved.



ASHLAND UNIVERSITY

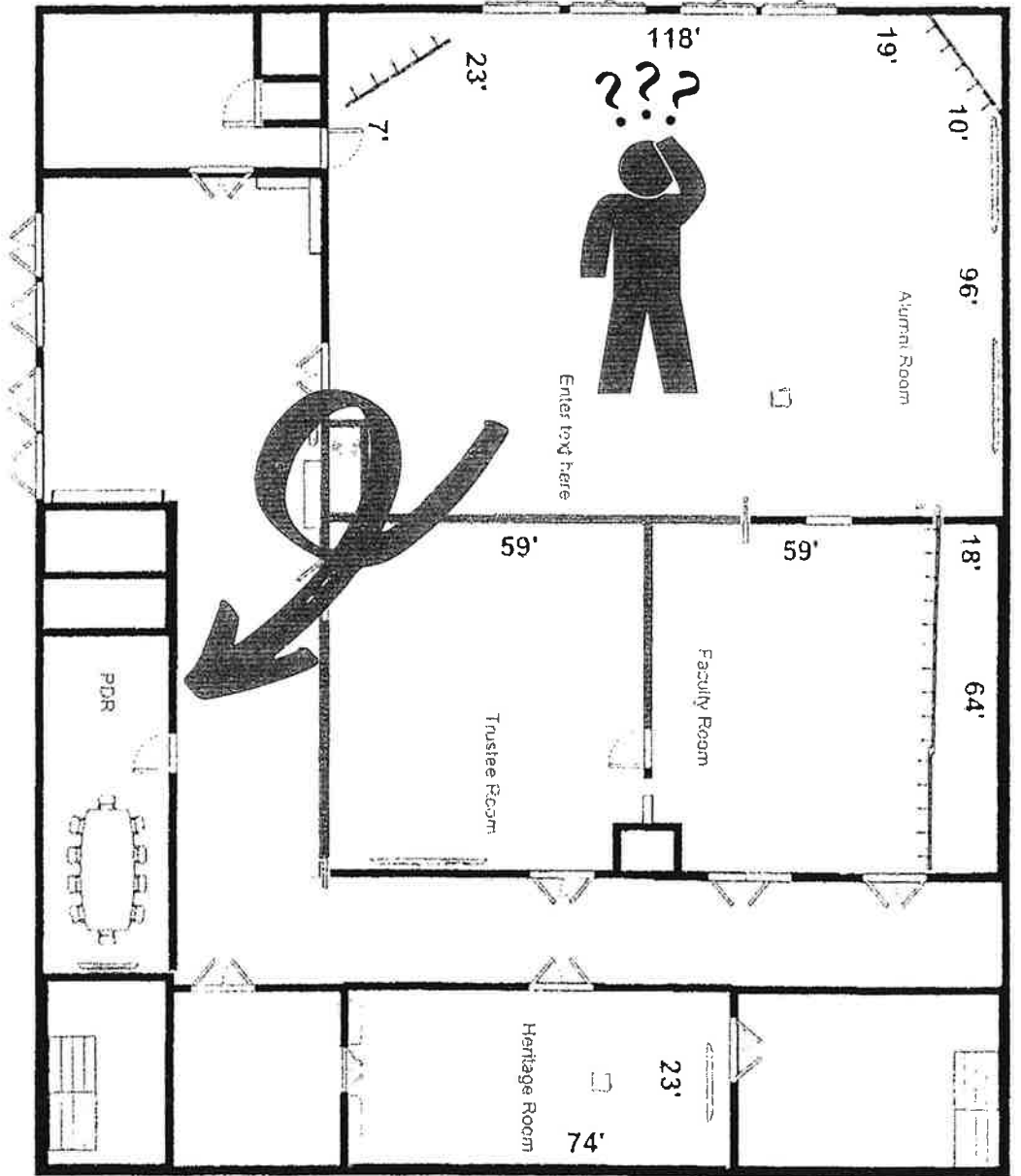
THE CAREER CENTER FOR LIFE CALLING

Hire an AU Intern

Partner with Ashland
University to hire an intern
Pay 25 - 50% of their
wages!

Contact Christine Hamilton,
JLD Coordinator at
chamr12@ashland.edu

Need help finding the refreshments?



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Created for Advantage Marketing by Valerie Zeno

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Design Edition
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Look for the President's dining room!

FREE



FREE

NAME: ASHLANDUNIVERSITY

Steps to Connect to
WiFi:

1. Select "AshlandUniversity" as your WiFi
2. Select "Guest Login"
3. Select "Connect with Email Address"
4. Enter your first and last name and email address in the designated areas
5. Click "I accept the term of use" then click register
6. Click "Log in" then Done!



**SAVE
THE
DATE**

FALL 2022

CAREER

FAIR

ASHLAND UNIVERSITY

**OCTOBER
5TH, 2022**

**OCTOBER
5TH, 2022**

**OCTOBER
5TH, 2022**

**OCTOBER
5TH, 2022**