**MEMO**

TO: Robert Benson, Executive Director

FROM: Sharon Reynolds, Employer Coordinator

DATE: February 9

SUBJECT: Gold Star Companies

Several of our key employers have already made reservations for the job fair. If you recall, we have decided to use the term Gold Star to identify the major businesses. These companies have reserved the largest booths and have the highest number of job openings to fill.

As we discussed previously, now would be the best time for you to contact the company representatives. Ascertain their needs by asking the following questions:

* Would you like to place an ad in the program?
* Would you like us to direct prospective employees to your booth?
* Do you have any questions regarding the job fair?
* Can we assist you in any other way?

Please let me know if you need contact information for any of the company representatives. All records should be up to date in our employer database.