Event Planning / Marketing / Public Relations Internships

Variety of Agencies and Tasks

New Agencies Added to End of List
October 23, 2015
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  BAO Events
Address  302 N. 15th Street, Wilmington, NC 28401
Telephone  (704) 996-0583  Fax
Email  brittany@baoevents.com

Business, Services, or Responsibilities of Agency
Event Planning

List Specific Opportunities or Experiences that will be Provided for the Intern
Intern will have the opportunity to experience the following areas under the mentor's supervision:
Leadership
Marketing
Communication
Networking
Account Management
Diversity
Teamwork

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Brittany Adams-O'Neil

For Office Use Only

Signature, Dept. Chair __________________________
Signature, Dean __________________________
Approval Date 8/24/17  Expiration Date 8/24/19  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Burnt Mill Creek LLC

Address  2101-7 Market Street
          Wilmington, NC 28403

Telephone  910-599-4999  Fax

Email  hunterford@momentumboarding.com

Business, Services, or Responsibilities of Agency

Burnt Mill Creek is a boutique billiards and wine bar in the historic "Streetcar Neighborhoods" section of downtown Wilmington. BMC hosts several scheduled events monthly along with ongoing nightly events every week. For example, on August 22, 2015 we are teaming up with local creamery Boonbalatti's and "Not Your Fathers Root Beer" for a unique local root beer float party. BMC has jazz every Wednesday with the Keith Butler Trio, Saturday soul with Me & Mr B, and upcoming Americana Afternoons & make your own Bloody May bar on Sundays from 12:30-6:00pm. Our calendar is constantly changing which allows for an intern to be creative on several different kinds levels. We are also planning a Burnt Mill Creek Jazz & Arts festival in the Spring to take the next step in event size, structure, planning and attendance.

List Specific Opportunities or Experiences that will be Provided for the Intern

Our interns will be taught how to create an event, line up the brands and corresponding reps, pick a date that can compete with other events planned, create marketing material, and promote the event. Interns will be encouraged to be creative and taught how to use local free online marketing material as well as paid advertising with radio ads and print in Encore Magazine to get their events recognition. They will be taught how "our business" makes the call to choose between paid and free advertising and why. I'll use my 20 plus years of experience in business to guide and teach what I've learned to make sure our intern is successful in creating and completing tasks and events.

Interns will begin with events that are already planned. They will assist in marketing and promotion and learn how to reach an audience using different approaches like social media, print, poster, direct contact marketing, and customer retention marketing. Once they get the hang of how "our business" operates with regard to events, the intern will be monitored and assisted in creating their own event and executing all aspects of it from beginning to end. They only be required to attend the event they create to see how all that

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

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Signature, Dept. Chair

Signature, Dean

Approval Date 8-25-15  Expiration Date 8-25-20  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Children's Museum of Wilmington

Address  118 Orange Street
          Wilmington, NC 28401

Telephone (910) 254-3534    Fax (910) 254-3565

Email  ecausby@playwilmington.org  KFurr@playwilmington.org  KKim@playwilmington.org

Business, Services, or Responsibilities of Agency

We are a 501 (c) 3 non-profit organization with the mission to stimulate children's imagination, curiosity and love of learning. We feature more than 17,000-square feet of educational exhibits where children of all ages play to learn and adults learn to play. The Children's Museum of Wilmington is a destination for NHC field trips, birthday parties, facility rentals and more. We host weekly educational programs each weekday and special events throughout the year. We partner with New Hanover County Schools and the Blue Ribbon Commission to provide free or reduced admission for underserved children and families in the area. Our office comprises five full-time staff members that manage development, marketing and operations of the organization.

List Specific Opportunities or Experiences that will be Provided for the Intern

Interns will have the opportunity to discuss their unique academic and professional goals with the organization's marketing and development coordinator, Olivia Causby. Opportunities for office experience include but are not limited to: writing grant proposals, event press releases and official letters; managing sensitive information in cutting-edge database programs relevant to the field; and designing promotional materials, such as posters and webpages. Interns will work closely with the full-time staff member whose responsibilities most closely align with their experiential goals. This may include more than one staff member if appropriate. Opportunities for guest services experience include but are not limited to: assisting with educational programs (many subjects available including foreign languages, science and the arts); assisting in daily operations such as front desk admission and exhibit maintenance; and providing information at outreach events. Interns and volunteers will work closely with the full- and part-time staff members whose responsibilities most closely align with their experiential goals. This will include more than one staff member. Personal transportation is required to and from the Children's Museum.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Kelly Furr
Kathleen King

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Signature, Dept. Chair

Signature, Dean

Approval Date 5-16-15  Expiration Date 5-16-20  Not Approved

MAY 11 2015

RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name: The Greater Wilmington Sports Hall of Fame

Address: 1207 Airlie Road
Wilmington, NC, 28403

Telephone: (910) 256-6532
Fax: ndooley@ec.rr.com

Business, Services, or Responsibilities of Agency

The Greater Wilmington Sports Hall of Fame is a non-profit corporation whose purpose is to honor those persons who by their excellence in the world of sports have brought recognition and esteem to themselves and the Greater Wilmington Area. The proceeds from our event help endow the Bill Dooley Scholarship Program. This program was established in honor of coach Bill Dooley, long-time Atlantic Coast Conference Head Football Coach and inaugural chairman of The Greater Wilmington Sports Hall of Fame. Up to five scholarships are awarded yearly to student athletes who have made a contribution to their respective sport and whom are also good students and citizens within the community.

List Specific Opportunities or Experiences that will be Provided for the Intern

Interns will have the opportunity to work with professionals within the fields of event planning, communication, video production and marketing. Specifically, the interns will assist with marketing for The Greater Wilmington Sports Hall of Fame Auction, The Joe Miller Sports Hall of Fame Golf Tournament, the marketing and layout of the Banquet Program, and two press conferences which are held in February and May. This will include but not be limited to compiling and writing information for our press conference packets and dealing with media requests for additional information.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Marie Dooley, Greater Wilmington Sports Hall of Fame Event Coordinator

For Office Use Only

Approval Date: 1/27/15 Expiration Date: 1/27/15

Not Approved
Agency Name  New Hanover Regional Medical Center Foundation

Address  2259 S. 17th Street; Wilmington, MNC 28401

Telephone (910) 815-5002

Fax

Email  renee.mangum@nhrrc.org; kristal.mchugh@nhrm.org; adam.cooke@nhrrc.org

Business, Services, or Responsibilities of Agency
The foundation is the nonprofit fundraising organization of NHRMC. Funds are used to support programs at the medical center that provide enhanced care; education for staff; provide new technology for improving patient care; and compassionate care for employees and patients in need.

List Specific Opportunities or Experiences that will be Provided for the Intern
The intern will assist staff in all phases of the annual giving program and will see first-hand how a nonprofit agency raises funds. The intern will assist staff with communications, such as the Foundation’s newsletter, direct mailing and marketing, and social media. The intern will be involved with the planning and execution of major events.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Renee Mangum, Adam Cooke, Kristal McHugh

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Signature, Dept. Chair

Signature, Dean

Approval Date 8/24/14  Expiration Date 8/24/15  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name: Maximum Design & Advertising, Inc.
Address: 7032 Wrightsville Avenue, Suite 201, Wilmington, NC 28403
Telephone: (910) 256-2320
Fax: (910) 256-5171
Email: kelly@maximumdesign.com

Business, Services, or Responsibilities of Agency
Destination real estate and lifestyle marketing. We specialize in advertising and marketing large-scale, amenity-rich residential communities across the country.

List Specific Opportunities or Experiences that will be Provided for the Intern
- Digital asset audits
- Quality checks of online assets
- Blogging
- Brand development
- Target market research
- Social media marketing
- Social media engagement and monitoring
- Digital/Social campaign reporting
- Basic graphic design
- Photo and video editing
- Creative review and proofing

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Kelly Burnette, Owner (credentials on file)
Jonathan Murphy, Creative Director (credentials attached)

Approval Date: 12/6/17  Expiration Date: 12/6/22  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Off The Hook Yacht Sales LLC
Address  10 Marina Street, Suite 1A
Wrightsville Beach NC 28480
Telephone (910) 239-9344  Fax (910) 239-5512
Email  allie@offthehookys.com

Business, Services, or Responsibilities of Agency
Off The Hook Yacht Sales is a full service Boat brokerage/dealer consisting of the CEO, Office Manager, Marketing Director, and five Yacht Brokers. We specialize in buying/selling/trading boats and work with people and companies both locally and globally. We recently established a new office amongst the rest of the Yacht Brokerages in Wrightsville Beach to have access to the Marina/Yacht community, and to experience the perks of being able to show our boats. We are a young crowd of mostly UNCW alumni with a strong determination to become a leader in our Industry and have enjoyed making huge strides in that direction!

List Specific Opportunities or Experiences that will be Provided for the Intern
The intern will be collaborating with their supervisor, Kyle Ginthner, to develop videos and postings for our product, help participate in boat shows and events with the rest of the team, and gain a vast knowledge of the world of social media. The intern will be contributing to the writing of blogposts, social media posts, Procedure write-ups, Descriptive boat posts online, and some marketing tasks as well under the supervision of Kyle. They will have the opportunity to contribute to the overall marketing goals and even assists with some administrative things under the supervision of Kyle.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Kyle Ginthner - Marketing Director, Resumé and Corporate Bio attached - Kyle graduated from Appalacian State in May of 2013
Alexandra (Allie) Johnson - Office Manager, Resumé and Corporate Bio attached

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Signature, Dept. Chair

Signature, Dean

Approval Date 5-7-15  Expiration Date 5-7-16  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Plan A Advertising

Address  3722 Shipyard Blvd, Suite C
Wilmington, NC 28403

Telephone  (910) 769-1730
Fax  (910) 769-1732

Email  laura@planaad.com

Business, Services, or Responsibilities of Agency

Full service, regional advertising agency
Help our clients focus their advertising budgets in the following areas: TV, radio, outdoor, direct mail, on-line marketing, social media, production, creative services, name/brand conception, printing services, media placement and planning, print placement and market research

List Specific Opportunities or Experiences that will be Provided for the Intern

Collaborate with account managers to generate and implement marketing plans, strategies and tactics allowing student to see coursework in practical situation
Participate with agency supervisor’s supervision in providing input to creative, agency and client meetings
Assist supervisor with research of current market trend information
Assist supervisor with developing materials such as press releases and social media content
Opportunity to have on-location experiences at TV shoots, radio interviews, etc with supervisor

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Laura Kinkead

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Signature, Dept. Chair

Signature, Dean

Approval Date 12/9/2014  Expiration Date 12/9/2019  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Pioneer Strategies, Inc.

Address  STREET: 151 Poole Road, Leland NC 28451 (we will likely be moving to a new office in January)
MAILING: PO Box 1986, Leland NC 28451

Telephone  (910) 371-3408  Fax

Email  frank@pioneerstrategies.com

Business, Services, or Responsibilities of Agency
Pioneer Strategies is a public relations agency with clients in a number of industries/niches, including: trade associations (a growing focus for our agency), engineering firms, political campaigns and small businesses of all types. Services we provide to clients include strategic communication planning, public relations writing (including but not limited to news releases and website content), social media marketing and management, email newsletters and other internet communication, campaign management, speechwriting, and some creative/graphic work and media buying. Pioneer Strategies was founded in 2001, and we have worked with over 120 clients throughout North Carolina since our inception.

List Specific Opportunities or Experiences that will be Provided for the Intern
- Working with a variety of clients, including trade associations, small businesses and political campaigns.
- Learning how to work with and LISTEN to clients to help them more effectively tell their story. Supervisor will coach the intern on how to read between the lines, ask the right questions, and help the client put their ideas into words.
- Instruction on and the opportunity to assist with development of public relations strategies and plans.
- Learning how to tie day-to-day tactics into the client's overall strategy and big-picture goals.
- Observing the day-to-day ins and outs of managing a small agency.
- SPECIFIC TASKS ON WHICH INTERNS WILL WORK WITH GUIDANCE FROM SUPERVISOR: Writing and distributing press releases; developing and producing client e-newsletters; editing the company's own e-newsletters; assisting supervisor with project management and detail-tracking; developing and administering electronic surveys; possibly attending networking events with the supervisor, schedule permitting.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Frank Williams (President/Lead Strategist)

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Signature, Dept. Chair ____________________________

Signature, Dean ____________________________

Approval Date 10-12-15  Expiration Date 10-12-20  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Queensboro.com (Queensboro Industries, Inc)
Address  1400 Marsellar Street
          Wilmington NC 28401
Telephone (910) 251-1251
Fax
Email  fred@queensboro.com

Business, Services, or Responsibilities of Agency
Internet marketer of custom embroidered and printed apparel and promotional products

List Specific Opportunities or Experiences that will be Provided for the Intern
Student will work with and be mentored by the Marketing Team to plan, execute and measure promotions as well as assist with and learn about the fundamentals of internal and external communications

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Sharon Nebauer
Fred Meyers

Approval Date 4/1/2014  Expiration Date 4/1/2019 Not Approved

RECEIVED
Apr 27, 2014
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Thalian Hall Center for The Performing Arts Inc.

Address  Mailing: PO Box 371 Wilmington, NC 28402
Physical: 310 Chestnut Street Wilmington, NC 28401

Telephone  (910) 632-2289
Fax  (910) 343-3662

Email  Gtucker@ThalianHall.org

Business, Services, or Responsibilities of Agency
Thalian Hall is one of the most historic theatres in the country. In continuous use since 1858, Thalian Hall serves as the Cape Fear Region's busiest performing arts center with more than 450 public events each year.

List Specific Opportunities or Experiences that will be Provided for the Intern
As part of an internship with Thalian Hall the intern will assist the Thalian Hall marketing director with the planning, creation and implementation of a new social media marketing campaign which the Greek muse Thalia (afterwhom Thalian Hall is named) is personified and given individual pages for Facebook, Twitter, Pinterest etc. with the goal being creating a corporate personality that is more relatable to patrons that standard corporate pages. Intern will also be mentored on marketing strategy and campaign creation, branding, mass mail communications, web marketing, production of print marketing materials, database management, negotiation, market segmentation and targeting, patron and donor cultivation and retention, incentive management and marketing with major budget restrictions (yearly marketing budget at Thalian Hall is about $10,000).

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Gary Tucker, Marketing Director

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Signature, Dept. Chair

Signature, Dean

Approval Date 4/1/15  Expiration Date 4/1/20  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Wilmington Health Access for Teens

Address  4005 Oleander Drive
          Wilmington, NC 28403

Telephone  (910) 202-4605  Fax  (910) 790-9455

Email  marymartin@whatswhat.org

Business, Services, or Responsibilities of Agency

Wilmington Health Access for Teens (WHAT) is a community-based 501 (c)(3) non-profit organization located in Wilmington, North Carolina that was established in 1997 to address and meet the many unique health care needs of adolescents and young adults in the community. WHAT uses the nationally-recognized method of health care delivery for youth – school-based and school-linked health centers (SB/SLHCs) – to provide primary care, mental health services, and preventive care to youth on or near school grounds, with a particular emphasis on the un- and underinsured. WHAT's mission is to improve the health of the youth of our community by ensuring access for all to quality physical and mental health services and by providing prevention, education and outreach services to promote optimal health.

List Specific Opportunities or Experiences that will be Provided for the Intern

Writing
assist with social content for website & facebook page, press releases, calendar posts, e-newsletters

Event planning
collaborate with supervisor for planning for major fundraising events; includes opportunity to assist with arrangements, budgeting, marketing, interaction with committee, donors and attendees

Public relations & program planning
collaborate with supervisor to plan & implement activities at WHAT's three School-Based Health Centers with students

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Mary Martin, Marketing Specialist

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Approval Date  1-27-15  Expiration Date  1-27-20  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name: Lower Cape Fear Hospice

Address: 1414 Physicians Drive, Wilmington, NC 28401

Telephone: (910) 796-7961 Fax: (910) 796-7901

Email: craig.wagner@lcfh.org

Business, Services, or Responsibilities of Agency

Lower Cape Fear Hospice (LCFH) is a non-profit agency founded in 1980 in Wilmington, North Carolina. LCFH provides hospice and palliative care services for patients and families facing serious or life-limiting illness, enhanced bereavement services, and resources to caregivers in our community. LCFH serves over 6,500 patients a year across nine counties including Bladen, Brunswick, Columbus, New Hanover, Pender, and Onslow counties in NC; as well as Horry, Georgetown and Marion counties in SC.

List Specific Opportunities or Experiences that will be Provided for the Intern

Working with a supervisor and members of the Communication/Marketing Department, interns will have the opportunity to experience agency life, participate in team activities, and build skills in the following areas:

Teaching Opportunities: teach about our brand and brand issues, attend branding meeting(s), learn the basics of WordPress. Graphic design: Forms revision and creation, internal flyers for HR and EAC, design OPR and volunteer flyers, update existing designs i.e. advertisements, brochures, invitations. Website: utilize WordPress for website changes, update Current Job Listings as needed, add calendar items using approved content. Public Relations: add events to online community calendars using approved content. Vendor Relations: writing print specs, obtain vendor quotes, meet with vendor reps. Research: promotional item search and recommendation. Clerical: order business cards, keep literature stocked and reorder, send requested literature supplies to outer offices as requested.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Craig Wagner

Approval Date 11-3-17 Expiration Date 11-3-22 Not Approved

RECEIVED NOV 2 2017
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

**Agency Name**  
Cape Fear Community College

**Address**  
411 N. Front Street  
Wilmington, NC 28401

**Telephone**  
(910) 362-7021

**Fax**  
(910) 362-7152

**Email**  
sjohnson@cfcc.edu

**Business, Services, or Responsibilities of Agency**

Cape Fear Community College's Community Relations Department is responsible for internal/external communication at the college, media relations, marketing and creative services, publications, events and the Humanities and Fine Arts Center.

**List Specific Opportunities or Experiences that will be Provided for the Intern**

Under supervision and mentoring from the Community Relations team, the intern will assist the agency with:

- researching, developing and writing stories and press releases
- writing and scheduling social media posts
- planning and assisting with campus and foundation events
- creating graphic design pieces, both digital and print, for campus communication
- writing and editing information for campus web assets
- assisting with on-going wayfinding and campus signage updates

**List the Names of Agency Individuals Who May Serve as Internship Supervisors**

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Sonya Johnson, Marketing and Public Relations Specialist

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**Approval Date**  
11/16  
**Expiration Date**  
11/21  
**Not Approved**
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Cape Fear Community College Continuing Education/Community Enrichment Division
Address  411 North Front Street, Wilmington, NC 28401
Telephone  (910) 362-7254
Fax  (910) 362-7563
Email  dmckoy@cfcc.edu

Business, Services, or Responsibilities of Agency
The CFCC Division of Community Enrichment provides non-credit courses and services that encourage and support individuals interested in lifelong learning opportunities and becoming active citizens of their community. We are home to more than thirty community enrichment courses - representing everything from arts and crafts to licensing and certifications on four different campuses of the College. We are committed to the development of the whole person and facilitating personal transformation that enriches the education and lives of our students. Continuing education students receive an abundance of opportunities to meet new people, explore their interests and develop new skills.

List Specific Opportunities or Experiences that will be Provided for the Intern
UNCW Communication Studies interns will enjoy diverse opportunities to build their portfolios, network with a variety of personnel and community members, work directly with staff in team settings, and utilize critical thinking skills. The experience will balance challenging work assignments with the necessary support and guidance from staff. Interns will:
- Actively promote classes and programs of the CFCC Continuing Education division and help the staff design marketing plans that reach target audiences effectively.
- Maintain and monitor various social media such as Facebook, LinkedIn and web-based community calendars.
- Write and edit press releases, profiles and feature stories to be published in local media, the College newsletter, various websites and social media outlets.
- Work with graphic designers to craft various marketing pieces (ads, flyers, brochures) and build the CE brand.
- Actively assist in planning of events, and take the lead of planning smaller-scale events, programs and promotional opportunities such as information tables at various College and community fairs.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Dana McKay, Director of Community Enrichment (UNCW COM Studies alumna, 2001)

Approval Date 11-1-15  Expiration Date 11-1-20  Not Approved

OCT 22 2015
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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Cape Fear Community College Foundation, Inc.

Address  411 N. Front Street, Wilmington, NC 28401

Telephone (910) 362-7101  Fax

Email mrobison@cfcc.edu  please copy plackey@cfcc.edu

Business, Services, or Responsibilities of Agency
CFCC Foundation is the fundraising arm of Cape Fear Community College. The CFCC Foundation has several staff members: Margaret Robison, Executive Director; Bob Jones, Associate Director; Annual Giving Director, vacant; Val Clemmons, Direct of Grant Development; and Patsy Lackey, Administrative Assistant. The Foundation Board of Directors and foundation staff raise funds for student scholarships and to support other needs of the college by hosting donor relations events, fundraising events and donor cultivation.

List Specific Opportunities or Experiences that will be Provided for the Intern
Intern will have the opportunity to create newsletters, design invitations, and help plan events from start to finish, create work orders for the event and create videos to advertise events. Examples of some of our events are small lunches for donors/prospects, donor appreciation event which includes a silent auction, a homecoming event, an annual golf tournament, and our largest fundraiser of the year, our annual Gift of Education Luncheon.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Ms. Margaret Robison will be responsible for supervising interns. Ms. Robison has been the executive director since 2004 and has a Masters of Education from UNC-Greensboro.

DEC 10 2015
RECEIVED

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Approval Date 12-15-15  Expiration Date 12-15-16  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  North Carolina Coastal Reserve and National Estuarine Research Reserve

Address  5600 Marvin Moss Lane
          Wilmington, 28409

Telephone  (910) 962-2998
Fax  (910) 962-2410

Email  suttonh@uncw.edu

Business, Services, or Responsibilities of Agency

The Coastal Reserve protects over 42,000 acres of lands and waters along the NC coast. These sites are used primarily as outdoor laboratories and classrooms, but they are also very popular and well loved sites for the public to engage in recreational and traditional activities such as fishing and boating. Part of the Coastal Reserve’s mission is to communicate with a wide range of audiences on a vary of coastal science and environmental stewardship topics both to inform them of the importance of natural coastal areas and to encourage the development of a stewardship ethic.

List Specific Opportunities or Experiences that will be Provided for the Intern

The intern will work closely with the supervisor to design communications strategies, to create audio, video, and print communication pieces, and to deliver communication via various media including public presentations and social media. The student will have the opportunity to shoot video footage in various field settings, to write short media pieces for web use, and to participate in the collaborative planning process utilized by the Coastal Reserve for planning media campaigns. The intern may interact with the Division of Coastal Management’s Public Information Officer, the Coastal Reserve Communication Specialist, the Coastal Reserve Education Specialists, and various research and stewardship staff during planning and implementation of communications activities.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Hope Sutton - resume attached

Approval Date  3-16-16  Expiration Date 3-16-17  Not Approved

MAR 03 2016

RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Wilmington Hammerheads
Address  108 Grace St
          Wilmington, NC
Telephone (910) 777-2111  Fax
Email  jason.arnold@wilmingtonhammerheads.com/matt.vilar@wilmingtonhammerhead.com

Business, Services, or Responsibilities of Agency
Professional Soccer Team

List Specific Opportunities or Experiences that will be Provided for the Intern
Intern will be mentored on all aspects of marketing for the team.
Intern will collaborate with marketing department on social media, advertising campaigns, events, game days, graphic design, etc.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jason Arnold
Matt Vilar
Valerie Kay

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Approval Date 1-6-16  Expiration Date 1-6-21  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Knot Too Shabby Events

Address  2448 Confederate Dr
Wilmington, NC 28403

Telephone  (910) 540-0553

Email  knottooshabbyevents@gmail.com

Business, Services, or Responsibilities of Agency
Knot Too Shabby Events is a wedding and event planning business in Wilmington, NC. We are responsible for planning and executing 20+ weddings and other events each year.

List Specific Opportunities or Experiences that will be Provided for the Intern
Intern will be mentored in the following areas: updating social media sites, blogging on past and future events; Intern will research wedding and event trends in the industry and discuss with supervisor the importance and impact of trends in this market; Intern will observe consultations with current and future clients; Intern will assist with prepping for upcoming events; Intern will attend monthly wedding network events with supervisor; Intern will tour local venues with supervisor to gain knowledge of local market and to learn how to assess venues.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Melissa Burton Mendoza

Approval Date 1-6-16  Expiration Date 1-6-17 Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Cape Fear River Watch, Inc.
Address       617 Surry St.
              Wilmington, NC 28401
Telephone     (910) 762-5806
Email         kaylynn@cfrw.us

Business, Services, or Responsibilities of Agency
The mission of Cape Fear River Watch is to protect and improve the water quality of the lower Cape Fear River Basin through education, action and advocacy.

List Specific Opportunities or Experiences that will be Provided for the Intern
Working with the CFRW Communications Coordinator and the CFRW Education Coordinator (intern supervisor), interns will have the opportunity to help plan and implement the CFRW Communication Plan. Interns will work with other local non-profits, private organizations and government agencies on collaborative projects. Interns may work with all of the CFRW staff including the Cape Fear RiverKeeper. Activities the interns will work on under the guidance of CFRW staff include:

- Manage and maintain the CFRW Instagram and Blog
- Assist with environmental education programs
- Create fundraising and media campaigns
- Participate in weekly CFRW intern meetings

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Kay Lynn Plummer-Hernandez, CFRW Education Coordinator, will be the intern supervisor. Kay Lynn is a wildlife biologist with 20 years experience working for non-profits, government and private agencies. She has supervised over 90 interns throughout her career and began her career as an intern. She worked in the Florida Keys for U.S. Fish & Wildlife Service and the Florida Department of Environmental

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Approval Date 4-25-16  Expiration Date 4-25-17  Not Approved

APR 21 2016

RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name       New Hanover County
Address           230 Government Center Drive
                  Wilmington, NC 28403
Telephone         (910) 798-7177
Fax               (910) 798-7277
Email             ruthsmith@nhcgov.com

Business, Services, or Responsibilities of Agency

New Hanover County is North Carolina's second smallest county in terms of size, but is known statewide for its commitment to progressive public policy, superior service, courteous contact, judicious exercise of authority, and sound fiscal management to meet the needs and concerns of its citizens today and tomorrow.

List Specific Opportunities or Experiences that will be Provided for the Intern

The UNCW Communications & Outreach intern will directly support both New Hanover County's Fire Rescue Department and the Communications & Outreach Department.

Assignments will include projects such as: compilation of the daily news clips, promoting services and activities via social media, drafting press releases and other written materials, assisting with media production (NHCTV), developing a social media program for Fire Rescue, developing website content, and helping promote the services and activities of the county.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jessica Loeper
Jennifer Smith
Brett Cottrell
Ruth Smith

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Approval Date 4-25-16   Expiration Date 4-25-17   Not Approved

APR 21 2015

RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Shuckin' Shack Franchising, LLC
Address  716 N Lake Park Blvd
         Carolina Beach, NC 28428
Telephone  (910) 736-1877
Fax  (910) 707-1120
Email  jweathington@theshuckinshack.com

Business, Services, or Responsibilities of Agency
Founded in 2007, we are a growing restaurant franchise based in Carolina Beach, NC. Though our individual restaurants have their own demographic and target markets, we must constantly push out new content to all stores that reflects our brand, as well as captures business. We have a responsibility to our customers in providing the best food and experience, but also to our individual franchisees, where we must meet their daily marketing, communication, and advertising needs. We are in the midst of a major re-branding effort, and in 2016-2017, our number of stores will double. Providing continual support to individual franchisees in their distinct markets is a major responsibility of Shuckin' Shack Franchising.

List Specific Opportunities or Experiences that will be Provided for the Intern
- Social Media Management - intern will be mentored by Wendy Koonce, our Director of Marketing, in developing and tracking social media efforts across all platforms. One of the main goals of our re-branding is leveraging the use of Instagram and Twitter, as well as improving Facebook engagement, from both our franchisees and especially our customers.
- Press Release Announcements - intern will work directly with both Wendy, Director of Marketing, and the CEO, Jonathan Weathington, in developing a regular flow and disbursement of press releases announcing the growth of Shuckin' Shack Franchising.
- SEO/AdClicks/B2B Marketing - intern will work directly with Jonathan on reviewing and refining the target markets for growth and expansion, as related to our online pay-per-click and marketing campaigns. A secondary goal of the internship would be to shoot individual marketing videos, targeting expansion markets, and uploading those videos to reach interested Franchisee Candidates.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Jonathan Weathington, Wendy Koonce

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Approval Date  APR 18 2016
Expiration Date  4-20-2016
Not Approved

APR 18 2016
RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name: Life Stage Films
Address: 3909 Wrightsville Ave
          STE 219
          Wilmington, NC 28403
Telephone: (910) 632-9559
Fax: info@lifestagefilms.com

Business, Services, or Responsibilities of Agency
Life Stage Films strives to give clients the best possible wedding film experience. From the beginning correspondence to the final product, we remain focused and extremely detail oriented to make sure our client services are flawless.

List Specific Opportunities or Experiences that will be Provided for the Intern
It's not good enough to just have a website in the business world. You have to have an exciting social media platform to be seen. Are you a student planning on a marketing career and want to learn more about how to successfully utilize social media when you hit the job market? How about working with a local team of filmmakers that has a following of over 7000 people and is known as "one of the top 25 event film studios in the world"?

We would LOVE to have an intern for the upcoming Fall 2016 semester that wants to learn the ins and outs of social media campaigns. Interns will also have the opportunity to be mentored on creating new social media content and online awareness while applying the marketing principles they are learning in their coursework. The position is for a person with outgoing, leadership qualities and wants to fulfill their internship hours with a supportive team of creatives.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Matthew C. Davis

Approval Date: 8/21/16   Expiration Date: 8/21/17   Not Approved

AUG 19 2018

RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON
REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name: WECT Creative Services

Address: 322 Shipyard Boulevard, Wilmington, NC 28412

Telephone: (910) 386-5502
Fax: (910) 799-2587

Email: hhowie@wect.com

Business, Services, or Responsibilities of Agency
Producing commercials and station promos. Promoting the station on-air, on-line and through print elements. Overseen station branding. Coordinating network and syndicated programming promos. Scheduling of on-air promos and PSAs. Reporting of network swaps and public service efforts.

List Specific Opportunities or Experiences that will be Provided for the Intern
Writing (commercials, news teases, social content)
Editing (commercials, news teases, promo tagging, news image promotions)
Hosting (commercials, news image spot)
Social media posting (strategy and metrics)
Promo scheduling (scheduling strategy, familiarity with traffic system)

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Marketing Producer Herschel Howie: Mr. Howie worked in WECT’s production department as a television director before moving to station marketing. Over his career, he has gained a working knowledge of the TV station’s various departments, interacting with several of them on a daily basis. Mr. Howie graduated from the University of North Carolina Chapel Hill with a BA degree in 1978.

Approval Date: 8-21-14  Expiration Date: 8-21-21  Not Approved

AUG 19 2016
RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Brooklyn Arts Center and Laugh Riot Press
Address  516 N. 4th Street
Wilmington, NC 28401
Telephone  910-538-2939
Fax
Email  rich@brooklynartsnc.com

Business, Services, or Responsibilities of Agency
The Brooklyn Arts Center is a multi-use event venue located in an iconic, 128-year-old church and its attached, 1910 schoolhouse. Recognized as one of the top wedding, concert, and event venues on the East Coast, the BAC is active across all social media platforms and produces a monthly newsletter with a circulation of 8,500+ readers. Laugh Riot Press is a publishing and book promotion company focused on creating and promoting funny books. It is active across all social media platforms and produces a monthly newsletter with a circulation of 2,500+ readers.

List Specific Opportunities or Experiences that will be Provided for the Intern
The BAC/LRP marketing intern will be mentored by both the Internship Supervisor and the BAC Event Coordinator while working in all facets of BAC wedding and event marketing and promotion and, for LRP, will be mentored by the Internship Supervisor and the LRP Marketing Manager while working in all facets of book and author promotion, including contributing to all social media platforms, creating and managing virtual book tours, creating and producing author/self-publishing podcasts, assisting with book launches, and co-planning future promotion strategy.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.
Richard Leder, BAC Executive Director and LRP Owner, Publisher, Novelist

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Approval Date 12/7/14 Expiration Date 12/7/12  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name: Wilson Center - Cape Fear Community College

Address: 703 N. Third Street Wilmington, NC 28401

Telephone: (910) 362-7898  Fax: (910) 362-7863

Email: ldionne@cfcc.edu

Business, Services, or Responsibilities of Agency

Opened in October of 2015, the Wilson Center at Cape Fear Community College adds a major performance venue to southeastern North Carolina. This impressive new, 150,000 square foot facility has enhanced the quality of life for local residents and increased Wilmington's reputation as a major cultural destination in the Region and Nation. In addition to providing the highest quality instructional spaces for CFCC's students, the Center features a state-of-the-art, 1,500 seat performance venue. The largest venue in the area, the Center draws Broadway shows, A-list stars, and elevates the performing arts in the area.

List Specific Opportunities or Experiences that will be Provided for the Intern

Wilson Center Interns will gain knowledge and experience in various areas, including customer relations, strategic communication, and event management. Under the supervision of highly qualified staff, interns will be guided through a rotation of the following departments: Event Planning and Coordination, Ticket Central (box office), Community Engagement/Outreach, Social & Digital media, Marketing, Production, and Volunteer Coordination. Internships will be tailored to fit the particular interests of the intern, and hands-on opportunities will be given to allow interns to experience all aspects of the Wilson Center.

Three (3) or six (6) hours of academic credit may be received for this internship. Students should check with their academic departments for eligibility. Internship hours include some evening and weekend commitments; fulfill other assigned duties; preferred participation in staff training.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

LaRaisha Dionne

Approval Date: 6-13-17  Expiration Date: 6-13-22  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>City of Wilmington office of communications</th>
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<tbody>
<tr>
<td>Address</td>
<td>102 N 3rd st, Wilmington NC</td>
</tr>
<tr>
<td>Telephone</td>
<td>(910) 341-4675</td>
</tr>
<tr>
<td>Fax</td>
<td>(910) 341-5839</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:dylan.lee@wilmingtonnc.gov">dylan.lee@wilmingtonnc.gov</a></td>
</tr>
</tbody>
</table>

**Business, Services, or Responsibilities of Agency**
Communications Office for the City of Wilmington Govt.

**List Specific Opportunities or Experiences that will be Provided for the Intern**
Internships are available in 2 areas.
1. PR: This intern will assist staff in researching and developing news stories from within the organization. This involves working research on our website, social media, communicating with other staff and reviewing internal memos, etc... to develop stories. It also involves selecting appropriate images and/or video content to accompany these stories. This intern may also assist with event planning, crisis communications and larger messaging campaigns.
2. Video production: This intern will perform photography and videography, as well as archiving and post-production of footage. Some work will be done individually, with guidance from the intern supervisor, but some will be performed with a crew. Video production aspects include single and multi-camera field production as well as multi-camera studio production. This intern will also work with content to make it suitable for various formats (social, tv, web, youtube, etc...)

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<thead>
<tr>
<th>Signature, Dept. Chair</th>
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<tbody>
<tr>
<td>Signature, Dean</td>
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Approval Date 5-11-17  Expiration Date 5-14-17  Not Approved

MAY 09 2017

RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name  Downtown Business Alliance

Address  103 S. Front St.
          Wilmington, NC 28401

Telephone  919-270-1711

Email  DBAWilmington@gmail.com

Business, Services, or Responsibilities of Agency

The Downtown Business Alliance of Wilmington, NC is a non-profit organization whose mission is to unite, promote and support the Downtown Wilmington community. We are a membership-based organization that, through civic activism, annual special events and corporate sponsorship, are able to help make downtown a viable & attractive community for residents, business owners & visitors.

List Specific Opportunities or Experiences that will be Provided for the Intern

Opportunity for interns to experience all aspects of non-profit operations from membership initiatives, development, communications, marketing, social media, event participation and direct mentoring by established leaders in the downtown market.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Terry S. Espy - you should have already on file via Checker Cab Productions.

Approval Date 8-10-17  Expiration Date 8-10-22  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name: The Forté Institute
Address: 141 Middle Oaks Drive
          Wilmington, NC 28409
Telephone: (910) 452-5152
Fax: (910) 452-4339
Email: caroline.merrill@theforteinstitute.com

Business, Services, or Responsibilities of Agency

The Forté system has been helping corporations and individuals improve interpersonal communications, build effective teams, and increase productivity since 1978. Forté provides online communication style reports to over 6,500 global corporate clients. Forté tools help organizations to recruit and retain the right people, to develop people to improve their communication skills, to improve individual & team performance, to minimize conflict and to build resiliency.

List Specific Opportunities or Experiences that will be Provided for the Intern

Intern will have the opportunity to experience the following while working with his/her supervisor:

- Condon qualitative and quantitative research for current and future projects
- Present findings to Founder/Chairman and Vice President of Business Development
- Aid in development/updates for Online Certification E-learning program
- Create social media calendar for company LinkedIn page
- Implement calendar for LinkedIn and company blog on website
- Assist in website content edits
- Participate in client conference calls and team sessions/provide feedback to improve client experience

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Caroline Merrill: Managing Director of Accounts & Projects
Hoop Morgan: Founder/Chairman

Approval Date: 11-3-17  Expiration Date: 11-3-22  Not Approved  

Nov 02 2017  RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name: Four County Electric Membership Corporation

Address: 1822 NC Hwy 53 West, Burgaw, NC 28425

Telephone: 910-259-1808  Fax: 910-259-1860

Email: jeremydewberry@fourcty.org

Business, Services, or Responsibilities of Agency

Four County Electric is a not-for-profit electric cooperative owned by the people it serves. As a hometown utility, Four County is committed to providing safe, reliable and affordable energy to its more than 32,500 commercial and residential member-owners in six North Carolina counties including Bladen, Duplin, Pender, Sampson, Columbus and Onslow counties.

List Specific Opportunities or Experiences that will be Provided for the Intern

Working with their supervisor(s), intern will have the opportunity to develop written materials, social media marketing, photography/videography, internal/external communications and experience the cooperative difference. Activities that the intern will have the opportunity to participate in and be mentored on include:

- Writing (news releases, feature stories, social media content)
- Photography and Videography (developing photos and videos for internal and external use)
- Internal and External Communication (Intranet usage as well as website updates)

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- Dan Allen- Vice President of Customer Services
- Gay Johnson- Director of Corporate Communications
- Jeremy Dewberry- Communications Specialist

Approval Date: 10/27/17  Expiration Date: 11/2/17  Not Approved

NOV 0 2 2017

RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  It's Go Time, INC
Address  463 Vallie Lane, Wilmington, NC 28412
Telephone (910) 859-9500  Fax
Email  colin@its-go-time.com

Business, Services, or Responsibilities of Agency
It's Go Time is an event management company focusing on the planning, managing, timing and publicizing road races such as 5Ks and Marathons. It's Go Time assists non-profit organizations raise money through these sports events. In addition, It's Go Time assists local high schools with cross country and track meets, and manages a one week cross country camp in the NC Mountains for approximately 100 student athletes.

List Specific Opportunities or Experiences that will be Provided for the Intern
Opportunities include but are not limited to:
- Establish contacts with local media and business leaders
- Identify and pitch possible news stories
- Coordinate media coverage
- Social Media including Facebook, Instagram
- Assist with coordination of events including selecting and securing event locations, vendors, sponsors
- Establish event time lines
- Learn how to work within a budget
- Work directly with professionals who have extensive backgrounds in communications, journalism, event management and marketing

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Colin Hackman
Michelle Hackman

Approval Date 8/10/17  Expiration Date 8/10/22  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name: Lower Cape Fear Hospice

Address: 1414 Physicians Drive, Wilmington, NC 28401

Telephone: (910) 796-7961 Fax: (910) 796-7901

Email: craig.wagner@lcfh.org

Business, Services, or Responsibilities of Agency

Lower Cape Fear Hospice (LCFH) is a non-profit agency founded in 1980 in Wilmington, North Carolina. LCFH provides hospice and palliative care services for patients and families facing serious or life-limiting illness, enhanced bereavement services, and resources to caregivers in our community. LCFH serves over 6,500 patients a year across nine counties including Bladen, Brunswick, Columbus, New Hanover, Pender, and Onslow counties in NC; as well as Horry, Georgetown and Marion counties in SC.

List Specific Opportunities or Experiences that will be Provided for the Intern

Working with a supervisor and members of the Communication/Marketing Department, interns will have the opportunity to experience agency life, participate in team activities, and build skills in the following areas:

- Teaching Opportunities: teach about our brand and brand issues, attend branding meeting(s), learn the basics of WordPress.
- Graphic design: Forms revision and creation, internal flyers for HR and EAC, design OPR and volunteer flyers, update existing designs i.e. advertisements, brochures, invitations.
- Website: utilize WordPress for website changes, update Current Job Listings as needed, add calendar items using approved content.
- Public Relations: add events to online community calendars using approved content.
- Vendor Relations: writing print specs, obtain vendor quotes, meet with vendor reps.
- Research: promotional item search and recommendation.
- Clerical: order business cards, keep literature stocked and reorder, send requested literature supplies to outer offices as requested.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Craig Wagner

Approval Date: 1/3/17 Expiration Date: 11/3/22 Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name: Willie Stargell Foundation

Address: 1213 Culbreth Drive
Wilmington, NC 28405

Telephone: (910) 509-7238

Email: chris@williestargellfoundation.org

Business, Services, or Responsibilities of Agency

The Foundation's mission is to provide funds to support kidney disease research and treatment for those individuals suffering with kidney disease. Funds for the foundation are raised through the annual Willie Stargell Celebrity Invitational and from generous public and private donations. The invitational is held each November and includes a golf tournament, and auction dinner. The 15th annual event is scheduled for November 3-5, 2017. Willie Stargell was a Major League Baseball Player for the Pittsburgh Pirates and was inducted into the National Baseball Hall of Fame in 1988, his first year of eligibility. He lived in Wilmington, NC with his wife Margaret Weller-Stargell. Over the past 14 years, the Willie Stargell Foundation has presented grants to amazing organizations helping patients with their care.

List Specific Opportunities or Experiences that will be Provided for the Intern

The intern will be mentored and supervised in a fast-paced environment, and will finish the internship having gained board experience in various aspects of marketing and communication. • Mentored to assist in the execution of the annual Willie Stargell Celebrity Invitational. • Update, maintain, and assist in developing social media content (Facebook, Twitter, Google+, etc.) to ensure a strong presence for events that are hosted by the Willie Stargell Foundation. • Supervised in the creation of signage, flyers, graphics, e-vites, e-mail campaigns, online promotion and other marketing material for major events hosted by the Willie Stargell Foundation. • Mentored on how to reach out to the community organizations, general public and donors with the message about the Willie Stargell Foundation mission to fight kidney disease. • Collaborating with Internship Supervisor and staff on new ideas, directions, and venues for marketing and communications. • Supervised on how to organize and facilitate Marketing Committee meetings including distributing agenda and taking minutes; • Assist Event Director with special events.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Christopher L Gore/Foundation Event Coordinator:

Approval Date 8-10-17 Expiration Date 8-10-22 Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  A Revell Communications

Address  509 South Fourth St, Wilmington, NC 28401
Temporary -- soon to move to downtown office space

Telephone  (910) 233-2466

Email  margeherring@gmail.com

Business, Services, or Responsibilities of Agency
Client services include communications planning and strategic marketing consulting, public relations consulting, media relations and publicity, community engagement, spokesperson training and social media management

List Specific Opportunities or Experiences that will be Provided for the Intern
Intern will be mentored in the following areas:
- Attend client meetings
- Participate in strategic planning meetings
- Provide direct support to agency promotion with monthly blogging and weekly social media posts
- Engage in research pertaining to client industries, competitors, media coverage and trends
- Compile media lists
- Read media (local, trade and client verticals) regularly with clients and agency opportunities in mind
- Client event support and coordination

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Ann Revell Pechar
Margee Herring

Approval Date 12/14/17  Expiration Date 12/14/22 Not Approved
Agency Name: Port City Event Design, Inc...DBA: Port City Event Planners

Address: 311 Judges Road #8E, Wilmington, NC 28405

Telephone: (910) 520-2947

Email: heather@pceventplanners.com

Business, Services, or Responsibilities of Agency
We are a full service wedding and event planning company. We work with businesses and individuals on all aspects of their wedding, private, or corporate event. We provide planning of all vendors, logistics and coordination of event details. We are a full-service designer helping to create every aspect of their event vision, from developing the concept to execution of all details. We also are a full service event florist, we plan, budget and design all floral elements incorporated into their overall design.

List Specific Opportunities or Experiences that will be Provided for the Intern
This internship will provide hands-on training in all aspects of the event business. From helping with booking vendors, creating itineraries and timeline management, managing event logistics and creating layouts. Our interns are also very hands-on in the design process with executing projects of all different types and elements that eventually get incorporated into events. They will be hands-on in the floral design process with everything from receiving & inventory of incoming flowers, prep and maintaining, to designing and creating pieces. They will learn the many tools of our planning software and will work on actual events within this software. They will help with marketing aspects from social media, maintaining and updating website photos and content, to helping further develop marketing materials and prospecting email campaigns.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Heather Hobbs Healy - President & Owner

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Approval Date: 01/01/2018 Expiration Date: 01/01/2023 Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Rekon Intelligence & Event Management

Address  210-3 Avondale Ave, Wilmington, NC 28403

Telephone  (910) 795-0490  Fax  866- 713 - 0029

Email  caroline@rekonintel.com

Business, Services, or Responsibilities of Agency
Rekon Intelligence is a corporate event management company specializing in the financial industry. We design value-add events to connect financial professionals to providers and help them find a more efficient way to learn and grow their business. Rekon helps thousands of financial professionals build their practices year after year through regional events in 50+ locations across the country, and Excel 401(k): The Advisors' Conference.

List Specific Opportunities or Experiences that will be Provided for the Intern
Our intensive internship program is designed to engage students in all aspects of our business. Each responsibility below comes with extensive training and guidance from the direct supervisor in the areas relevant to completing the task.

- Social media management and maintenance (cont. from 2017)
- Training in design and execution of marketing campaigns
- Assistance with email marketing updates and edits
- Event website design assistance and maintenance, overview training in Adobe Muse & Dreamweaver
- Content creation training and LinkedIn targeted marketing
- Inbound marketing research, process improvement and critical thinking development
- Business development and outbound marketing overview training
- Meeting professional training (including BEOs, RFPs, and venue sourcing)

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Direct Supervisor: Caroline Jacokes (https://www.linkedin.com/in/cjacokes/)
Tertiary Supervisor: Bryant Lester, MBA (https://www.linkedin.com/in/bryantlester/)

Approval Date 01/08/2018 Expiration Date 01/08/2019 Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Remedy Digital Agency
Address  1844 Sir Tyler Drive Wilmington NC 28405
Telephone (828) 719-9916
Fax
Email  jenna@remedydigitalagency.com

Business, Services, or Responsibilities of Agency
We are a digital marketing agency specializing in lead generation through digital marketing (Facebook Ads, Email Nurture Sequences, Landing Pages, CRM's).
We work with service based and e-commerce clients to grow their revenue through online channels.
Other services: Graphic Design, Blogging, Writing Copy for Advertisements

List Specific Opportunities or Experiences that will be Provided for the Intern
Work one-on-one with Jenna Curry, Owner and Lead Digital Strategist to experience the ins and outs of working with businesses to grow their revenue. The Intern will receive individual training as well as online training through our partners.
- Training on how to set up, manage, analyze, and OPTIMIZE lead generation campaigns
- Blogging opportunities for Agency and Clients
- Social media management opportunities for Agency and Clients
- Create written and visual content to use for Agency and Clients on social networks and website
- If Intern is interested in learning about web development, there are opportunities here as well
- Building out editorial calendars
- Building out online sales funnels
- Attending client sales meetings
- Work out of TekMountain, meet and network with Entrepreneurs, attend events, LEVEL UP professional

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.
Jenna Curry, Owner/Lead Digital Strategist

Approval Date 12/1/17  Expiration Date 12/1/18  Not Approved

NOV 27 2017
RECEIVED
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  UNCW Campus Life Arts & Programs

Address  Fisher University Union, Suite 2041

Telephone  (910) 962-7971  Fax  (910) 962-3915

Email  perryg@uncw.edu

Business, Services, or Responsibilities of Agency

Campus Life Arts & Programs provides UNCW with a wide variety of event opportunities including Art for the Masses; the Association for Campus Entertainment (ACE); Boseman Art Gallery; the Leadership Lecture Series; Lumina Theater; Sharky’s Box Office & Game Room; Campus Life Student Employment Program; and the Synergy Common Reading Program. Campus Life Arts and Programs enhances the overall college experience and cultivates UNCW spirit. We promote learning outside of the classroom by increasing students’ skills in leadership, community building and event planning.

List Specific Opportunities or Experiences that will be Provided for the Intern

The Marketing & Events Intern has major responsibilities in assisting with the coordination of the Leadership Lecture Series and subsequent marketing for the series. In addition, the intern will work with the Graduate Assistant for Marketing & Design to create and implement marketing materials and marketing plans for the various units and programs in CL A&P. This individual is also responsible for managing and growing social media platforms for the department and reports to the Assistant Director of Campus Life Arts & Programs, who they meet with weekly one-on-one to discuss projects and growth. The intern is responsible for upkeep of Facebook, Twitter, and Snapchat via Hootsuite with interactive posts that engage students, maintaining the display case in the Fisher Student Center to advertise events and assist in other execution of marketing strategies for Campus Life events. The intern is expected to network with student organizations and campus departments to build programs and creative marketing partnerships. The intern will create banners, flyers, posters, and complete chalking (and recruit and manage volunteers for these efforts). They will design graphics, including Snapchat geofilters. They will provide on-site production support for the Leadership Lecture Series (information about the lectures can be found on the A&P website).

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Gillian Perry, Assistant Director of Campus Life Arts & Programs

Attachment: Credentials (current resume or corporate bio including education) for each individual listed.
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name: UNCW Office of University Relations
Address: 737 St. James Drive, Wilmington, NC 28403
Telephone: (910) 962-2092
Fax: (910) 962-3847
Email: our@uncw.edu

Business, Services, or Responsibilities of Agency
OUR (the Office of University Relations) serves as UNCW's hub for internal/external communications and marketing. OUR is committed to enhancing UNCW’s brand awareness through engaging messaging, dynamic print and digital collateral, and vibrant videography and photography. OUR collaborates with faculty, staff, students, the community and the media to promote key university initiatives, research and achievements.

List Specific Opportunities or Experiences that will be Provided for the Intern
An internship with the Office of University Relations (OUR) gives you the opportunity to gain professional-level experience in communications, creative services, media production and/or web communications. Build your portfolio while developing marketable skills in these dynamic fields. Enhance your networking opportunities through collaborative projects with a creative team of content development and brand management experts. Assignments may include market research for social media or advertising campaigns; content development for websites, brochures, magazines, etc.; photography sessions; video shoots; editing/copy-editing content, photographs or videos; maintaining digital databases; creative design for digital, print or 3D materials; and much more. An OUR internship offers you the opportunity to be a part of the team that covers major moments in the life of the university and shares them with a diverse audience of students, faculty, staff, alumni, parents, donors, community partners and leaders at the local, state and national levels.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Marybeth Bianchi, Creative Director
Jennifer Glatt, Editorial Director
Molly McKeown, Web Communications Director
Andrea Weaver, Deputy Director, OUR

Approval Date 01/08/2018, Expiration Date 01/08/2023, Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  YWCA Lower Cape Fear
Address  2815 South College Road
Wilmington, NC 28412
Telephone (910) 799-5620
Fax (910) 799-5681
Email development@ywca-lowercapefear.org

Business, Services, or Responsibilities of Agency
The YWCA of Lower Cape Fear is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Services: Childcare Programs- Tot Spot, after school and summer programs
Aquatics- Fluid Recovery Program for breast cancer survivors, swim lessons, swim team
Community Outreach- New Choices Program for displaced homemakers, events
Fund Development- Events, grant writing, marketing/advertising, public relations

List Specific Opportunities or Experiences that will be Provided for the Intern
1. Event planning- Assisting in the event planning process from the beginning to end. We have annual events including Stand Against Racism and Women of Achievement as well as multiple Community Outreach events per year. 2. Public relations- An opportunity to create relationships with local media outlets while also learning to write press releases and media alerts. 3. Design- The opportunity to learn how to use common design programs including Photoshop and InDesign. The opportunity to create documents in these programs including invitations, flyers, newsletters, etc. 4. Grants- For those who are interested, the opportunity to research and learn to do grant writing for a non-profit. 5. Networking- The opportunity to create relationships with our board and important members of the community. 6. Marketing/advertising- The opportunity to sit in on marketing meetings and be a part of the marketing decision process. 7. Social media- The opportunity to help run social media sites and the website for a non-profit. 8. Day-to-day operations- The opportunity to help out with day-to-day operations and gain knowledge and experience of working in a business setting.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Sesha Fennell
Morgan Campbell
Lauren McCourville

Approval Date 11/13/13  Expiration Date 11/21/2015  Not Approved
REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name  DryCorp, LLC
Address  349 Military Cutoff Rd
          Wilmington, NC 28405
Telephone  (910) 791-0009
Fax  (910) 791-4479
Email  morgannem@drycorp.com

Business, Services, or Responsibilities of Agency
DryCorp, LLC is a two part company consisting of DryCase and DryPro. Both are international companies.
DryPro specializes in manufacturing waterproof cast protection for those who with a broken bone or surgery.
Our product allows them to enjoy the water as they normally would.
DryCase is a leading manufacturer of waterproof outdoor goods such as backpacks, speakers, and phone cases. This is so that the avid outdoorsman can conquer any conditions with DryCase.

List Specific Opportunities or Experiences that will be Provided for the Intern
The intern will have the experience of working different marketing spaces. There will be tasks that involve
digital marketing, traditional marketing, advertising and social media. As an intern they will have the
opportunity to join executive and management meetings to learn how international companies operate. They
will have the opportunity to learn from everyone on our team. This includes operations, sales, product
development, and customer service.

Mentored and supervised opportunities include: social media advertising, tradeshows marketing, email
marketing, sponsorship coordination, administrative work, teamwork, and brand ambassador vetting.

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Morganne McIntyre
Corey Heim
Dr. Roy Archambault

Approval Date  4-19-19
Expiration Date  4-18-2022

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name encore magazine/ KIDZink

Address Coworkx at The Cargo District
1608 Queen St., Wilmington, NC 28401

Telepho± (910) 791-0688

Email shea@encorepub.com

Business, Services, or Responsibilities of Agency
H&P Media publishes encore magazine, a weekly alternative print and online publication, and its sister publication encoreKIDZ, which works with the local school system; both magazines are distributed throughout greater southeastern NC

List Specific Opportunities or Experiences that will be Provided for the Intern
Sales/Marketing Internship

Work with supervisor/mentor to gain hands-on experience in
**digital communication
**advertising development
**sales

Editorial Internship

Work with supervisor & mentor to experience all aspects of publishing including:
**writing and editing
**Adobe Cloud software (InDesign and Photoshop)

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Shea Carver, Editor-in-Chief
Shannon Gentry, Assistant Editor

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Approval Date 6-2-2018  Expiration Date 6-2-2023  Not Approved

AUG 01 2018

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REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Agency Name: Mary Hannah Interiors
Address: 4900 Arbor Court
Wilmington, NC
Telephone: (910) 524-4499
Fax
Email: info@maryhannahinteriors.com

Business, Services, or Responsibilities of Agency
Full service interior design firm, based in Wilmington, NC and serving Southeastern NC as well as out of state clients. We work with builders, realtors, architects and homeowners, guiding them in the selections process for new homes and renovations. Our online presence and open communication with our clients are huge factors in our success. We use our social media platforms to gather many of our clients.

List Specific Opportunities or Experiences that will be Provided for the Intern
Working with their supervisor, the intern will
** experience managing social media platforms such as Instagram and Insta-stories
** experience virtual marketing
** experience building and maintaining positive client relationships
** experience pitching press releases and project releases to local and national magazines

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Mary Hannah Anderson Giebel

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  Renovation Church
Address  14921 HWY 17
         Hampstead, NC 28443
Telephone  910 385 5011
Email  emily@renovationonline.org

Business, Services, or Responsibilities of Agency
We believe we have the ability to renovate communities, one life at a time, through the power of the gospel! In that mission, our story as a church is connected to a greater story for many communities.

List Specific Opportunities or Experiences that will be Provided for the Intern
Working with their supervisor, an intern will be given opportunities to develop written material, participate in collaborative activities work alongside our communications staff. The communications staff and supervisor will mentor the intern throughout all experiences.

Activities that the intern will experience include:
- Writing content for our website, social media, and volunteer resources
- Coordinating and structuring communication strategies around large events
- Utilizing a large range of digital media resources used for social media
- Communicating with and assisting supervisor with coordinating small groups of volunteers for events
- Studying social media trends
- Styling events with their internship supervisor

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Emily Ondish (UNCW)

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Associate Dean, College of Arts and Sciences
Approval Date  6-10-17  Expiration Date  6-10-18  Not Approved

MAY 10 2018
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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNs

Agency Name  UNCW Conference Services
Address  601 S. College Rd
          Wilmington, NC 28403
Telephone  (910) 962-3578
Fax  (910) 962-3096
Email  clconferences@uncw.edu

Business, Services, or Responsibilities of Agency
Conference Services is committed to providing outstanding service to the university community as well as to any external organization that may host their even on UNCW campus. Conference Services provides one-stop conference planning. This area custom designs conference packages including facilities, catering, audio/visual support, registration and more. Our goal is to set-up events so that conferences or camps go off without a hitch. Conference Services utilizes student workers in order to achieve the demands of the clients that we serve. Students gain valuable transferable skills.

List Specific Opportunities or Experiences that will be Provided for the Intern
Working closely with their supervisor/mentor the intern will:
**experience preparing for residential and day conferences
**experience collaborating with staff and student workers in various departments on campus
**experience inspecting facilities before and after events
**experience operating office equipment
**experience acting as on onsite contact
**experience researching marketing materials for social media use

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Deloris Hansley, Assistant Director of Conference Services

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Dr. Jess Hoersma
Associate Dean, College of Arts and Sciences

Approval Date  6-10-14
Expiration Date  6-10-18

MAY 02 2018
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