

ABSTRACT

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PUBLIC RELATIONS ACTIVITIES IN DISSEMINATING EVENT INFORMATION AT THE DAERAH KHUSUS JAKARTA DPRD SECRETARIAT

This professional work report details the practical experience gained during a three-month internship with the Public Relations division of the Event News Publication and Information section at the Daerah Khusus Jakarta Provincial DPRD Secretariat. This internship is a required component for the completion of undergraduate studies at Pembangunan Jaya University. Responsibilities included generating comprehensive minutes for all Daerah Khusus Jakarta Provincial DPRD Secretariat activities, with a particular focus on plenary meeting documentation. Participation in DPRD-hosted events was also a key aspect of the internship. These practical assignments complemented academic coursework covering topics such as foundational journalism, television news production techniques, and public relations media strategies. The internship adhered to a structured workflow, beginning with attendance at plenary meetings for source material acquisition. Subsequent stages involved information drafting and verification, a process of editing and revision, and finally, publication following approval. News deemed suitable for publication was evaluated based on quality and verifiability.

Keywords: Public Relations, Information Dissemination, News