

## TABLE OF CONTENTS

HALAMAN PENGESAHAN .....	i
HALAMAN PERNYATAAN BEBAS PLAGIASI.....	ii
ACKNOWLEDGEMENT .....	iii
ABSTRAK.....	iv
ABSTRACT.....	v
TABLE OF CONTENTS.....	vi
LIST OF FIGURES .....	viii
CHAPTER 1 INTRODUCTION .....	1
1.1. Background of the Study.....	1
1.2. Objectives of the Study .....	3
1.3. Scope of the Study .....	3
1.4. Method of the Study.....	3
1.4.1. Method of Collecting Data.....	4
1.4.1.1. Field Study .....	4
1.4.1.2. Library Study .....	4
1.4.2. Method of Analyzing Data.....	5
1.4.3. Method of Presenting Data .....	5
1.5. Presentation .....	6
CHAPTER 2 THE PROFILE OF THE SECRETARIAT OF REGIONAL PEOPLE'S REPRESENTATIVE COUNCIL OF THE SPECIAL REGION OF YOGYAKARTA.....	7
2.1. History.....	7
2.2. Vision and Missions.....	9
2.2.1. Vision .....	9
2.2.2. Missions .....	9
2.3. Organizational Structure of the Secretariat of Regional People's Representative Council of the Special Region of Yogyakarta.....	10
2.4. Tasks and Functions .....	12
2.4.1. Tasks and Functions of the Secretariat of Regional People's Representative Council of the Special Region of Yogyakarta .....	13
2.4.1.1. Tasks of the Secretariat of Regional People's Representative Council of the Special Region of Yogyakarta .....	13
2.4.1.2. Functions of the Secretariat of Regional People's Representative Council of the Special Region of Yogyakarta .....	13
2.4.2. Tasks and Functions of Public Relations and Protocol Division .....	14
2.4.2.1. Tasks of Public Relations and Protocol Division .....	14
2.4.2.2. Functions of Public Relations and Protocol Division.....	14
2.5. Official Media of Regional People's Representative Council of the Special Region of Yogyakarta .....	15
CHAPTER 3 THE ROLES OF PUBLIC RELATIONS AND PROTOCOL DIVISION OF THE SECRETARIAT OF REGIONAL PEOPLE'S REPRESENTATIVE COUNCIL OF THE SPECIAL REGION OF YOGYAKARTA IN THE PLENARY MEETING .....	20
3.1. The Relations Between Public Relations and Protocol Division and Meetings in Regional People's Representative Council of the Special Region of Yogyakarta.....	20
3.2. The Types of Meetings in Regional People's Representative Council of the Special Region of Yogyakarta .....	21
3.3. Event Management Theory .....	23
3.4. The Roles of Public Relations and Protocol Division of the Secretariat of Regional	



People's Representative Council of the Special Region of Yogyakarta in the Plenary Meeting .....	25
3.4.1. Pre-Event.....	25
3.4.1.1. Meeting Confirmation.....	25
3.4.1.2. Schedule Arrangement.....	27
3.4.1.3. Equipment Preparation .....	28
3.4.1.4. Room Preparation .....	28
3.4.1.5. Foods and Beverages Ordering .....	29
3.4.2. During Event.....	30
3.4.2.1. Attendance Checking.....	30
3.4.2.2. MCing .....	31
3.4.2.3. National Songs Conducting .....	31
3.4.2.4. Online Meeting Room Monitoring .....	32
3.4.2.5. Livestream Broadcasting .....	32
3.4.2.6. Photos Taking .....	33
3.4.3. Post Event .....	33
3.4.3.1. Photos Editing.....	33
3.4.3.2. News Writing.....	34
3.4.3.3. News Posting .....	35
CHAPTER 4 CONCLUSION & SUGGESTION .....	37
4.1. Conclusion .....	37
4.2. Suggestions .....	38
WORKS CITED .....	39
APPENDICES .....	41
Appendix 1: List of Informants.....	42
Appendix 2: List of Questions .....	43
Appendix 3: Logbook .....	44
Appendix 4: Internship Certificate.....	52
Appendix 5: Curriculum Vitae.....	53