

WORKS CITED

PRINT RESOURCES

Budihardjo, Ir. M. *Panduan Praktis Menyusun SOP*. Jakarta: Raih Asa Sukses, 2014. Print.

Smith, Ron. *Public Relations : The Basics*. Oxon: Routledge, 2014. Print.

Wilcox, Dennis L., and Glen T. Cameron. *Public Relations : Strategic and Tactics*. Boston: Pearson Education, 2009. Print.

ELECTRONIC RESOURCES

Angkasa Pura Airports. Adisutjipto International Airport. 2013-2016. Web. 21th February 2016

— . PT. Angkasa Pura I. 2013-2016. Web. 9th February 2016

— . PT. Angkasa Pura II. 2013-2016. Web. 9th February 2016

LIST OF OBSERVATIONS

1. Day : Monday
Date : February 1st, 2016
Location : East Parc Hotel Yogyakarta
Program : Internal office meeting, The Airport Long-term Development Plan
Tasks : Documentation

2. Day : Tuesday
Date : February 2nd, 2016
Location : Adisutjipto International Airport
Program : The ornament of Lunar New Year 2016 in the airport area
Tasks : Documentation

3. Day : Friday
Date : February 18th, 2016
Location : PT Angkasa Pura I (Persero) Yogyakarta
Program : 52th Anniversary Celebration of PT Angkasa Pura I (Persero)
Tasks : Documentation

4. Day : Thursday
Date : March 10th, 2016
Location : Adisutjipto International Airport
Program : Airport visits from Universitas Pandanaran Semarang
Tasks : Documentation



UNIVERSITAS
GADJAH MADA

**THE IMPLEMENTATION OF STANDARD OPERATIONAL PROCEDURE (SOP) OF PRESS RELEASE
AND NEWS ON THE WEBSITE**

OF ADISUTJIPTO INTERNATIONAL AIRPORT

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5. Day : Friday
Date : March 18th, 2016
Location : Bale Bengong Restaurant Yogyakarta
Program : Media Gathering Step I
Tasks : Documentation and Receptionist

6. Day : Tuesday
Date : March 22nd, 2016
Location : Goa Pindul and Goa Jomblang, Yogyakarta
Program : Survey the destination for the event on March 26th, 2016
Tasks : Documentation

7. Day : Saturday
Date : March 26th, 2016
Location : Goa Pindul and Goa Jomblang, Yogyakarta
Program : President Director of PT Angkasa Pura I (Persero) visits to Yogyakarta
Tasks : Documentation

LIST OF INFORMANTS

1. Name : Andhika Dannysia Dewangga (M)
Age : 27
Occupation : Public Relation Officer
Address : Bumi Avia Permai No.1, Bayen, Kalasan, Yogyakarta.

2. Name : Ganes Nirwina Parapat Sari (F)
Age : 26
Occupation : Public Relation Officer
Address : Jl. Nanas No.5, Perbon Permai, Tuban, Jawa Timur.

3. Name : Herwantoro (M)
Age : 30
Occupation : Assets Officer
Address : Betis RT/RW 02/07, Tawang Sari Kerjo, Karanganyar.

LIST OF INTERVIEW QUESTIONS

1. Apa tugas dan tanggung jawab seorang karyawan divisi hubungan masyarakat di PT Angkasa Pura I (Persero) Yogyakarta?
What are the tasks and responsibilities of public relation sub-section in PT Angkasa Pura I (Persero) Yogyakarta?
2. Apa filosofi logo dari PT Angkasa Pura I (Persero)?
What is the philosophy of PT Angkasa Pura I (Persero) logo?
3. Kapan terminal B Adisutjipto International Airport dioperasikan?
When is Adisutjipto International Airport terminal B operated?
4. Penerbangan apa yang tersedia di terminal B?
What flight is allowed in terminal B?
5. Jelaskan visi, misi, dan nilai PT Angkasa Pura I (Persero) Yogyakarta
Could you tell vision, mission, and corporate value of PT Angkasa Pura I (Persero)?
6. Bagaimana jalannya standar operasional prosedur *press release and news* di General Affair & Communication, PT Angkasa Pura I (Persero) Yogyakarta?
How is the SOP press release and news in General Affair and Communication section of PT Angkasa Pura I (Persero) Yogyakarta?
7. Apakah karyawan divisi hubungan masyarakat pernah melakukan *press release* tanpa SOP? Kenapa?
Is public relation sub-section had ever make a press release without SOP process? Why?
8. Jelaskan struktur organisasi yang ada di PT Angkasa Pura I (Persero) Yogyakarta?
Could you explain the organizational structure of PT Angkasa Pura I (Persero) Yogyakarta?
9. Apa saja tugas dan tanggung jawab seorang *public relation* secara umum?
What are the tasks and responsibilities of public relation in general?
10. Media apakah yang digunakan karyawan hubungan masyarakat?
What media that used by public relation officer?