

## Organizing a Career Fair Check List

- Select possible dates
- Meet with events coordinator (generally the school secretary) to ensure that the calendar date is clear
- Get final approval from principal
- Meet with administrator to discuss tentative plan and location
- Conduct a Career Interest Survey, tally and use results to invite businesses.
- Contact participants by phone/email and follow-up with a confirmation letter.
- Request budget for materials and refreshments
- Create

\_\_\_\_\_ Flyers/English/Spanish

\_\_\_\_\_ Posters

\_\_\_\_\_ School Announcements

\_\_\_\_\_ Teacher sign-up sheet with time slots- or you can create a completed draft sign-up sheet by English, Social Studies and Science classes. Make passes for students in core classes not in session during the career fair sessions.

- Notify Custodial Staff /Building Administrator for tables and chairs
- Send Logistics email (Parking, Arrival Time, etc.)
- Create Participant Name Table Tents
- Reserve two tables for visitor sign-in and refreshments
- Solicit Volunteers-Teaches, PTSA members, student helpers, Refreshments-Donations, Sponsors
- Photographer
- Clean-up Crew - Students, Custodian
- Follow-up Thank you