

Basic Career Expo Planning Outline

What	Who	Date Confirmed/Completed
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Date Selected

Location Reserved

Budget Adopted

Schools confirmed

School waves/schedule set

Flyers for Soliciting Exhibitors

Call Sheet for follow up w businesses

Flyers for Teachers

Best Practices Tip Sheet for Exhibitors

Best Practices Flyer emailed to exhibitors

Flyers delivered to schools

Trade Show Equipment Reserved

Floor Map of Expo Booths

Survey Instrument for Students

Food ordered for Exhibitors

Door Prize for Student drawing

Feedback forms for exhibitors

Volunteer Schedule for set up

Volunteer Schedule for day of event

Welcome plan/packets for teachers

Feedback evaluations from teachers

Talking points for bus/student greeters