Whether you are hosting a single career guest speaker, a school-wide career fair, or a college carnival for students and families, here’s what you need to do:

# Before the event

## The month or two before

* Contact community businesses and keep track of who’s coming
* Recruit volunteers as needed
* Find a location to host event
* Advertise the event
* Prepare students
* Plan food and beverage if applicable
* Plan childcare if applicable

## The week or two before

* Send presenter information with times, parking, directions, etc.
* Remind students
* Print and prepare what you need including surveys, nametags, etc.

# During the event

* Go over expectations with students, have them think of questions to ask
* Welcome/reassure presenters
* Have students thank presenters and fill out surveys
* Debrief with presenters; fill out surveys
* Take photos and have fun!

# After the event

* Send thank you notes to presenter
* Review surveys
* Reinforce learning outcomes with exploration in class, job shadowing, internships or other activities