Example: 8th Grade Career Day at Walla Walla Community College

Timeline for Event Planning (7 to 8 months)

Event Team
1. Staff
   Identify event team and how they prefer to communicate
   Needed: Keynote, Demonstration Leaders, "Classroom Presenters"

2. Guest Presenters/Speakers
   Identify type of help needed and number of volunteers needed

3. Volunteers

Event Communication/Marketing
1. Event Team/Staff
   Meetings, phone calls, e-mails, web link

2. Guest Presenters/Speakers
   Needed: Keynote, Demonstration Leaders, "Classroom Presenters"

3. Volunteers
   Identify type of help needed and number of volunteers needed

Event Preparation
1. Event Team/Staff
   Meetings, phone calls, e-mails, weblink

2. Audience/Student & Guest Staff
   Who are the key contacts at each school?
   Meetings needed?, e-mail and webpage

3. Volunteers
   Identify type of help needed and number of volunteers needed

Facilities
1. Determine number of guests attending event
   Optimum speaker/student ratio for Breakouts = 1/12-15

2. Identify different needs for different speakers
   ► Keynote
   ► Break Outs
   ► Meal
   ► Wrap Up

3. School Bus Traffic & Parking
   Identify who will set-up directional signs morning of event

4. Custodial Needs
   ► extra garbage and recycling containers
   ► high traffic areas requiring extra attention

5. Technical Support
   Audio Visual Support for individual speakers/presenters
   Any special needs to accommodate displays or exhibits?

Event Supplies
1. Meal
2. Student Supplies
3. Guest Staff Supplies
4. Speaker/Presenter Supplies
5. Volunteer Supplies
6. Supplies for Communications/Marketing
7. General Office Supplies

General Admin
1. Budget
2. Reports
   Research and estimate cost/Track expenditures

Spring 2009 -- Gretchen Hormel-Tomkins, WWCC GEAR UP/Early Outreach Partnership Program Coordinator

Background information provided in GEAR UP 8th Grade Career Day Reports on Staff Webpage