Event Logistics for Teachers

(Note to Coach/Planning Committee: attach all referenced documents—your bell schedule, preparing students for College and Career Fair, envelope for participation cards, and/or post-event survey, debriefing notes, and enough student handouts referenced for all their students.)

# Logistics for teachers and staff for the XHS College and Career Fair

**Date and Location:** College & Career Fair is scheduled for Date, from starting time to end time in the location.

# 1-2 days prior to the Fair

* Review “Student Prep Information for Teachers” and handouts with your X period class.
* Review the bell schedule (attached) to familiarize yourself with the day’s schedule. Please note that peri- ods 1-4 are shortened by 7 minutes and that the Fair will take place during periods 5-7. Inform your class of the bell schedule.

# Day of the Fair

* Your role: (this will need to be modified depending on each teacher’s role.)
	+ During XX period (insert time), meet your students in your classroom and take attendance.
	+ Hand out Participation Cards (attached) and remind students of their purpose/use. Remind them to return the cards to you by the XX entrance at the end of the fair.
* Inform students you will be at the College and Career Fair for XX minutes, and when they hear the an- nouncement during the fair, they are to report to their X period class.
* At XX time, escort them to the insert location.
* While at the fair, please help us monitor the students by walking around the room to encourage them to visit with college and career professionals. Also, it would be helpful for you to be available to answer any student questions.
* At XX time, an announcement will be made for all juniors to report to their XX period.
* Please help us monitor to ensure students head to XX period after the announcement is made.

# Day After the Fair

* Debrief with your XX period using the attached debriefing guide.
* Collect participation cards and turn them in to the GEAR UP Office or XXX mailbox.

One week after the Fair

* Return the participation cards to your students

My cell phone number is XXX-XXXX. if you need to call or text me with any questions or concerns. Thank you!

GEAR UP Coach