**College and Career Fair Checklist/Expectations for Employers and Colleges** (Top section to be completed by WBL coordinator)

To help you prepare, we have created the following checklist for planning your exhibit. Please contact the work-based learning (WBL) coordinator (name, email, and phone) with any questions. Thank you for participating in the (school or region name) college and career fair.

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| Date: | Arrival time (one hour before fair begins): |
| Location: | Departure time: |
| Where to park: |

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| Expectations: | Check: |
| 1. Speak or meet with the WBL coordinator to discuss plans for your booth and details about arrangements, including tips for making your exhibit interesting and informative for the students. This usually takes 15-20 minutes.
2. Identify one or two representatives to attend the fair and staff your exhibit. It can be helpful if they are parents of adolescents or have facilitated similar discussions because they are likely to be more comfortable interacting with students.
3. Employer representatives should be prepared to talk about their industries and organizations, the career opportunities available, the preparation it takes to pursue them, hiring requirements, and compensation.
4. College representatives should be prepared to talk about admissions requirements, courses of study, degree and certificate programs, costs and financial aid, scholarship opportunities, extra-curricular activities, and the life of a college student.
5. It is helpful to bring brochures or other handouts with information students can take home to share with their families. Please try to bring enough for all ### students and some extras for their teachers.
6. We will provide an undecorated (provide dimensions) table, so you may will want to bring a tablecloth, perhaps with your organization’s logo.
7. Exhibitors will need to bring their own displays (e.g., table top and/or standing) and signs. Please check with the WBL coordinator if you contemplate a large display.
8. The most effective college and career fair booths provide hands-on, interactive opportunities for students to see, touch, or engage in other ways. Some participants bring tools, models, or games. Please discuss your plans with the WBL coordinator, as he/she needs to make sure your display does not exceed the available space and is safe for students.
9. (If this exhibitor is participating in a breakout session, include details).
10. Students will be prepared with information about your organization and questions to ask.

Thank you very much for agreeing to participate in the college and career fair. Please contact (WBL coordinator) at any time with questions or concerns. It is part of his/her job to make sure everything goes smoothly. |  |