

## MIDDLE SCHOOL CAREER DAY

### HOSPITALITY COMMITTEE

1. Five months before Career Day, finalize sub-committee (3-5 people) to help with hospitality.
2. Three months before Career Day, get preliminary count of speakers, teachers, guests, volunteers and administrators for breakfast and lunch on Career Day.
3. Three months before Career Day, secure a hospitality room for Volunteers and Speakers the day of Career Day. The room should have 2-3 volunteers in it at all times. Stock the hospitality room with refreshments such as beverages, mints, nuts, and chocolates. You may also want to decorate this room with tablecloths and small signage/table decorations.
4. One month before Career Day, get final head count (speakers, teachers, volunteers, administrators, and guests) for Career Day and place order for food and drinks for breakfast and lunch.

Speakers, teachers, administrators and volunteers will be served breakfast and lunch in the library. Lunch for them should be transportable since many speakers will need to head back to their offices. (Be sure breakfast has protein items as a selection.)

The 8th Grade students will have lunch in the commons as always.

**Discuss providing lunch and goody bags for the custodial staff.**

5. One month before Career Day, order food and drinks for the guests in the gym. In the morning they will need breakfast items, i.e. continental breakfast. During the day they will need sodas and water. You will need to order lunch, i.e. pizza.
6. Have 2 hospitality tables with coolers for drinks set up in the gym. You will need plates, napkins, and plastic silverware. The hospitality tables will need 1-2 volunteers to keep everything stocked.
7. One week after Career Day, send thank-you letters out to donors and volunteers.

### OPTIONAL

1. Four months before Career Day, start contacting businesses for donations for student bags.
2. One week before Career Day, prepare student bags with donated items. Student bags will be delivered at the end of the day to the Advisory room and handed out **after** each student completes their thank you notes and feedback forms.