

## **MIDDLE SCHOOL CAREER DAY**

### **SPEAKER COMMITTEE**

1. Five months before Career Day, finalize sub-committee (2-3 people) to help you contact and confirm speakers.
2. Five months before Career Day, work with co-chairs and finalize Kickoff Speaker and Keynote Speaker.
3. Five months before Career Day, Breakout Speaker Letter from the Principal will go out to Middle School parents to request speakers. Coordinate with Assistant Principal regarding sending a parent line message requesting parents to ask their student for the letter.

Completed letters should be returned to advisory teachers and given to the counselor. Pick them up from the counselor's folder outside her door.

4. Four months before Career Day, work with Data Base chairs and develop a list of speakers needed based on COIN assessment results.
5. Four months before Career Day, start contacting breakout speakers. Comprise a list of confirmed speakers with name, title, company, address, phone #, and e-mail. Confirm speakers by e-mail with speaker letter, schedule, speaker outline as well as the address for and directions to the school.
6. Three months before Career Day, meet with Data Base Committee and Co-Chairs to discuss Career Cluster speakers needed and the total number of speakers needed for the day.
7. One month before Career Day, verify audio and visual needs with speakers. Coordinate with Assistant Principal based on speaker needs and what rooms would work best for those speakers.
8. Two weeks before Career Day, assign speakers to rooms.
9. Two weeks before Career Day, work with Assistant Principal and schedule PALS/NHS 8<sup>th</sup> grade students to greet speakers and assist them when they first arrive at the school (i.e. show them to their room, the library for breakfast, and verify that they have all that they need).

Have a prepared handout for PALS/NHS students. Go over the handout with them at a meeting prior to Career Day and again the morning of Career Day. Be sure to have a back up of 7<sup>th</sup> grade NHS students for speakers that arrive late when 8<sup>th</sup> grade students have to report to advisory to get their folders.

10. Two weeks before Career Day, prepare speaker folders with:
  - Schedule
  - Map of School
  - List of speakers and room assignments
  - Career Cluster List
  - Top 100 Careers
  - Name Tag
  - Speaker Survey
  - Thank You letter signed by Principal
  - Their Career Cluster information sheetSchedule volunteers to help with these tasks. Copies can be made 1 month before Career Day.
11. One week before Career Day, prepare speaker bags with bottled water, mints, nuts and chocolates. Get as much donated as possible. (Schedule volunteers to assist with stuffing bags.)
12. One week before Career Day, send a final follow-up e-mail to speakers verifying their needs, and ask that each speaker bring a business card for thank you notes and the District Master Career Day Speakers List.
13. One week before Career Day, prepare sign in sheet for speakers and a basket for their business cards. (Have a form for speakers that do not bring a business card)
14. The day before Career Day, set up a Welcome Table for Speakers. You will need 2 tables and 2-3 volunteers.
15. One week after Career Day, send out a handwritten thank-you note to speakers along with student thank-you notes.