**Career Day Planning Timeline**

**Factors such as post-secondary breaks and exams, local events, province wide assessments will affect planning timelines. Our Career Day was planned for the month of April. Microsoft Office and Canva are great for creating documents. All teachers in New Brunswick have a free Canva account.**

**Six Months Before**

* Choose date and confirm with administration.
* Book the gymnasium and/or locations to be used.
* Let the custodial staff know.
* Inform staff and place in school calendar.

**Four Months Before**

* Create Form or Method Used to Collect Information from Presenters
* Reach out to Parents for Volunteers
* Reach out to Community Organizations

**Three Months Before**

* Begin to design a method for students to log what they have learned throughout their day. This may be in the form of a Journal, Passport, Booklet, Microsoft Form, etc.
* Begin creation of lessons, schedules, and materials.

**Two Months Before**

* Finalize the structure/timeline of the day.
* Confirm keynote speakers.
* Address parking concerns.
* Confirm budget for food, prizes, gifts, etc.
  + Consider when you will need to place order for food.
* Consider thank-you gifts.
* Finalize lessons and activities that will be delivered by teachers.

**One Month Before**

* Create layout of expo booths. Consider strategically placing booths in response to their individual needs.
* Count tables, chairs, tablecloths. Purchase or borrow additional items if required.
* Identify who your support people will be throughout the day. Who will help check-in and usher guests to designated locations, tear down and set up spaces, run activities that are not teacher led, etc.
* Email Guests with specific details and the day’s schedule. Make sure to include information such as check-in time and location, parking, talking points, internet connections, and remind them to provide any special requests.
* Make contact with custodial staff about the day’s schedule and what is required for set up.
* Send print materials to outside services if needed.
* Put up Career related bulletin boards or visuals around the school.
* Meet with staff to give a run down of the day.

**One week Before**

* Begin promoting the day via morning announcements.
* Send a reminder email to guests.
* Prep folder of materials for each homeroom teacher.
* Send out a comprehensive email with all information to staff.
* Print signage for booths and/or activities.
* Prep thank-you gifts.
* Print name tags (include name, job title, room location).
* Move all tables, tablecloths, extension cords to one designated area.

**Day Before**

* Layout gym floor covering.
* Set up tables, extension cords, booth signs.
* Post any necessary signage.
* Set up guest check-in stations at appropriate entrances.
* Move tech or materials to necessary locations.
* Order food snacks water to be delivered.

**Day Of**

* Set up any hospitality items for guests (food, gifts).
* Ensure volunteers are at each check-in station to greet guests.
* Parking Needs- block required spaces, have someone visible to help guide guests.
* After all of your Planning and Preparation make sure to take time to be Present.