Our Career Day turned into an amazing day that left students, staff, and volunteers alike feeling positive, hopeful, and excited. We are excited for you to go on the same journey as it became one of our most rewarding experiences in recent years.

As you begin planning for your big day, do not worry if you do not have all the answers yet. The day will evolve as you begin to recognize the individual needs of your students, the school, and community. You will find that as long as you are asking yourself questions and envisioning how the day will play out from the perspective of your volunteers, your staff, and most importantly your students you will begin to navigate through all the key areas of planning.

Leading into our big day, the running joke was “this will either be a grand event or a grand flop”. We need not worry however as a little preparation, planning, and good communication will help ensure that you have a successful Career Day.

**Questions to Ask Yourself**

* Will this be a full day event, half day, or a few periods? Can we go off schedule?
* What will be the focus for the day? Learning about careers, planning for the future, self-awareness, etc.
* What activity or activities do I want to include?
	+ A Career Fair- Expo style
	+ Classroom presenters
	+ Whole-school presenters
	+ Hands-on activities
	+ Teacher Lessons

**School Specific Questions**

* Is my administration on board? Will there be staff buy in? If not, how or who can help champion this event?
* What funding is available to support the day? What areas are administration ok with allotting funds? What resources are there within the school that can help support the day?
* What is my school’s student population and what challenges might this pose? Can we fit everyone into the gymnasium at once for an expo or will we need to do a rotation? Will keynote speakers be whole school in person or on Teams?
* Who is my clientele and what are their needs? How can I support their interests but also show them something new?
* What unique challenges will my school have to navigate (i.e. lack of parking, space, scheduling, limited staff, etc.).
* Will staff be missing Prep periods? Is there capacity to allow coverage for preps?
* How will locations be set up? Do we have enough outlets? Do we require additional extension cords?
* If we are including online activities, do we have enough technology available for student demand? If more is required, can it be borrowed or can the activity be scheduled on a rotation?

**Guest/Speaker Specific Questions**

* Which groups will we target to gather presenters?
	+ parents
	+ Community professionals/businesses, organizations
	+ Post-secondary institutions
	+ Centers of Excellence
	+ Provincial Associations of Professionals
* Who will approach these groups or share information?
	+ Email to parents from administration seeking volunteers
	+ Staff personal connections
	+ Social Media
* How will we welcome guests into our school so that they feel confident and comfortable?

**Promotion Questions**

* How can we hype the big day?
	+ Daily Announcements
	+ Posters/Bulletin Boards
	+ Career Related lessons prior to the day
	+ Career Related Videos for teachers to share with students
	+ Guest Kick-off Speaker before the big day
* Other than presenters, are there other community or educational members we would like to invite? District staff, Department Staff, Other Schools or school representatives.

**Which Documents Will Teachers Be Provided With?**

* Schedule for the Day
* Biographies for Speakers
* Prep Coverage Schedule
* Schedules for Additional Support Staff (PRA, Interns, ESS, etc.)
* Lesson Plans
* Gym Configuration