

Cooke County 8th Grade Career Fair



North Central Texas College



- 11 Schools
- 10 Sponsors
- 30+ Careers
- 75+ Volunteers
- 500+ Students
- 600+ Hotdogs



Cloud Computing
Game Development
Surgical Technology
Truck Driving
Welding #1



Aviation Mechanics
Cybersecurity IT/OT
EMS
Equine
Horticulture





Artificial Intelligence

Business

HVACR

LVN Nursing

Welding



Accounting

Criminal Justice

Electrical

Graphic Design/Social Media

ADN Nursing





CITE/Web Design
Construction/Plumbing
Cosmetology
Data Analytics
Fire Science



Architecture / Interior Design

Criminal Justice

Esthetics

Mechatronics / Robotics

Radiology



Athletic Training / Kinesiology

Barber

Child Development

Machining / Mech. Engineer

Vet Tech



March/April

- Identify two available dates to use gym
- Check availability of other buildings
- Poll the schools to select the date
- Set date and place on college's master calendar
- Begin enlisting volunteers



Volunteers Needed

- Soliciting door prizes
- Tour guides
- Stuffing backpacks
- Organizing lunch
- Setting up & handing out lunches
- Greeting busses
- Handing out backpacks



Volunteers & Sponsors

- Student athletes, other student groups
- College personnel
- Economic Development Corporation
- Advisory Board members
- Community partners
 - Fire department
 - Police department



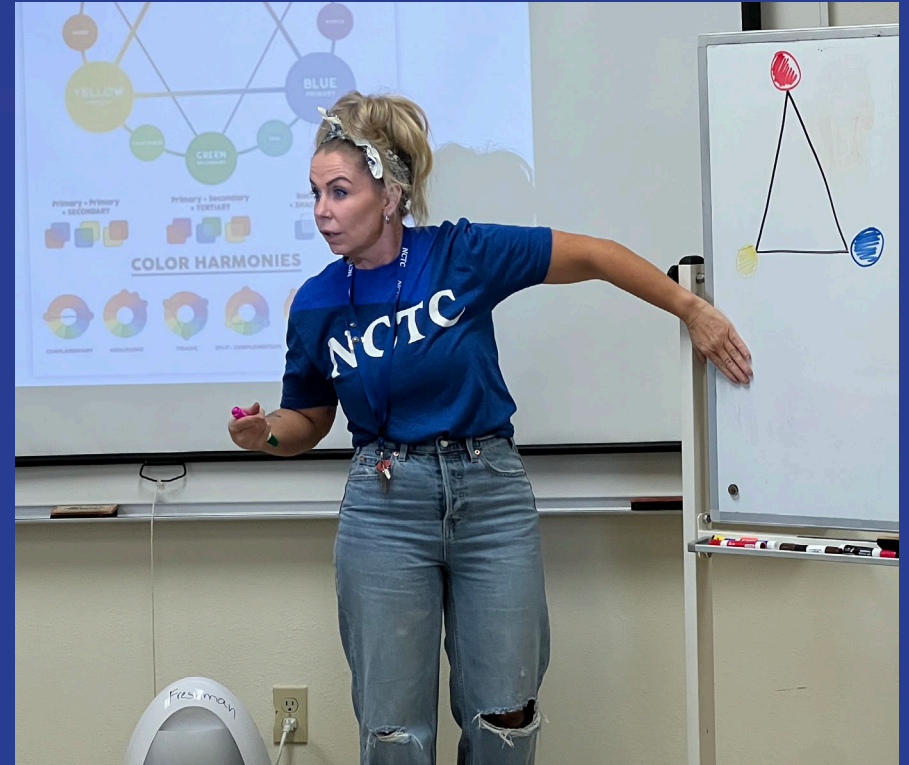
April/May

- Notify schools to save the date
- Schedule first planning meeting
- Identify careers/programs
- All CTE & Health Science programs must participate (all fulltime faculty)



June/July

- Create rotation schedule
- Second planning meeting
- Begin collecting door prizes
 - CTE & Health Science programs
 - Industry & community partners



Lion 1 Activities Red Group	Rotation 1 9:30 - 10:00	Rotation 2 10:10 - 10:40	Rotation 3 10:50 - 11:20	Lunch 11:30 -12:05	Rotation 4 12:15 - 12:50	Rotation 5 1:00 - 1:30	Locations
Group 1 Era/Muenster	Cosmetology	CITE/Web Design	Data Analytics	Field House	Fire Science	Construction/ Plumbing	Cosmetology - Rm 1503
Group 2 Era	CITE/Web Design	Data Analytics	Fire Science	Field House	Construction/ Plumbing	Cosmetology	CITE/Web Design - Rm 518
Group 3 Gainesville	Data Analytics	Fire Science	Construction/ Plumbing	Field House	Cosmetology	CITE/Web Design	Data Analytics - Rm 2421
Group 4 Gainesville/ Lindsay	Fire Science	Construction/ Plumbing	Cosmetology	Field House	CITE/Web Design	Data Analytics	Fire Science - Behind 2400 Bldg
Group 5 Callisburg	Construction/ Plumbing	Cosmetology	CITE/Web Design	Field House	Data Analytics	Fire Science	Construction/ Plumbing Rm 2120
Lion 2 Activities Blue Group	Rotation 1 9:30 - 10:00	Rotation 2 10:10 - 10:40	Rotation 3 10:50 - 11:20	Lunch 11:30 -12:05	Rotation 4 12:15 - 12:50	Rotation 5 1:00 - 1:30	Locations
Group 1 Sacred Heart	Game Development	Cloud Computing	Surgical Tech	Field House	Welding #1	Truck Driving	Game Development - Rm 2423
Group 2 Gainesville	Cloud Computing	Surgical Tech	Welding #1	Field House	Truck Driving	Game Development	Cloud Computing - Rm 2422
Group 3 Lindsay	Surgical Tech	Welding #1	Truck Driving	Field House	Game Development	Cloud Computing	Surgical Tech - Rm 2424
Group 4 Muenster	Welding #1	Truck Driving	Game Development	Field House	Cloud Computing	Surgical Tech	Welding #1- Rm 2115
Group 5 Callisburg	Truck Driving	Game Development	Cloud Computing	Field House	Surgical Tech	Welding #1	Truck Driving - Bldg 1300
Lion 3 Activities Purple Group	Rotation 1 9:30 - 10:00	Rotation 2 10:10 - 10:40	Rotation 3 10:50 - 11:20	Lunch 11:30 -12:05	Rotation 4 12:15 - 12:50	Rotation 5 1:00 - 1:30	Locations
Group 1		Graphic Design/					

August

- Third planning meeting
- Confirm program locations
- Notify security
- Arrange IT setup
- Reserve vans/bus & enlist drivers
- Reserve Leo costume
- Create drop off & pickup maps





8 Weeks Prior

- Contact food service & lock in date
- Confirm presenters for all sessions
- Email request for tour guides & Spanish speaking volunteers
- Launch [website](#)
- Email announcing registration dates



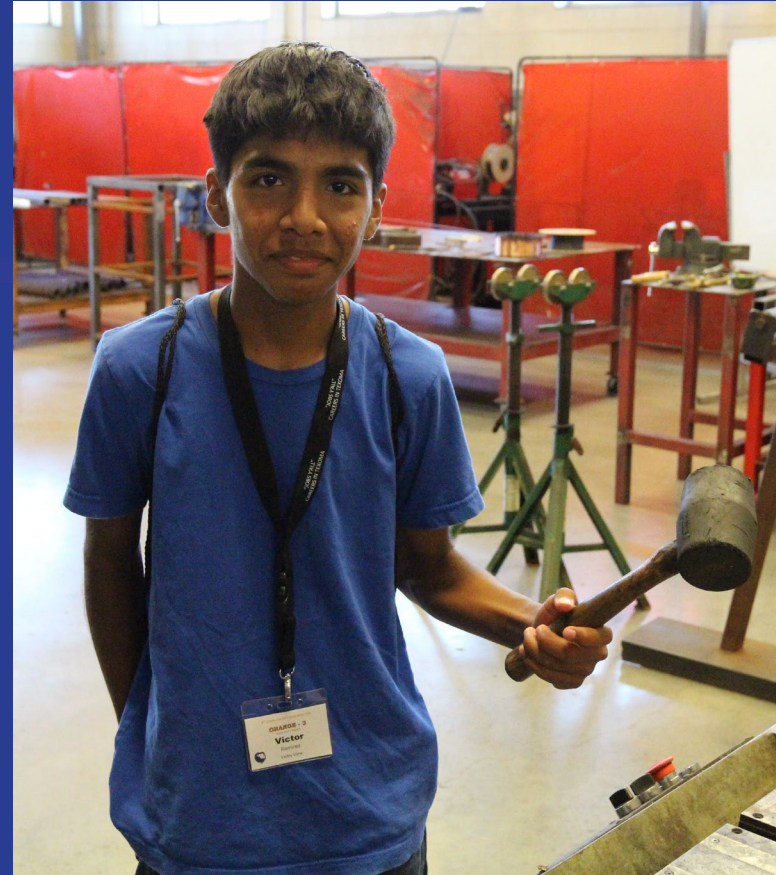
6 Weeks Prior

- Open registration
- Monitor registration
- Send photo release form



3 - 4 Weeks Prior

- Presenters notify IT
 - Guest accounts
 - Special software
- Email schools
 - Registration reminder
 - Identify school chaperones
 - 1 per 15-20 students
- Close registration



2 Weeks Prior

- Send list of registered students to schools
- Place students in cohorts
 - Photo permissions, special needs, Spanish speaking
- Print name badges
- Print maps & schedules



1 Week Prior

- Stuff backpacks
- Email Career Fair details & FAQs
- Print student lists for tour guides
- Print all remaining items
- Send final instructions email



Week of Career Fair

- Deliver name badges to schools
- Email to schools
 - Student cohort assignments
 - Chaperone assignments
- Online orientation for tour guides



Day of Career Fair

- Meet with tour guides
 - Go over instructions
 - Distribute backpacks, rosters & signs
 - Tour of campus
- Distribute surveys to all rooms



Week Following Career Fair

- Send thank you email to all presenters
- Send thank you email to IT, Marketing & others that helped out
- Send thank you to industry & community partners
- Begin compiling survey results



Followup Meeting (2-3 weeks after)

- Show Career Fair overview slides
- Discuss survey results
- Discuss what worked well and what we can do better next time





Questions?

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