**FALL**

Dear GlenX Career Expo Partners,

We are so appreciative of your participation in the upcoming Glen X Career Fall Expo.

The community support has been exceptional…THANK YOU!

We would like to review a few additional details:

**EVENT:** GlenX Career Expo Fall

**DATE:** Wednesday, October 24, 2018

**PLACE:** Rifle High School

1350 Prefontaine Avenue

**TIME:** **CAREER TALKS**: Session 1 8:15 am to 9:00 am (Commons Area)

Session 2 9:30 am to 10:15 am (Commons Area)

Session 3 10:30 am to 11:15 am (Commons Area)

**BUSINESS EXPO: 9:00 am to 1:00 pm (GYMNASIUMS A & B)**

**TABLE SET UP:** Between 8:00 am and 8:45 am (READY TO GO AT 9:00 AM)

**TABLES:**  **Table (6 FEET LONG X 30 INCHES WIDE)** **will be provided and Royal Blue**

**Tablecloth.** If you have your own tablecloth/table covering please bring.

We do not provide chairs, but have some available, please ask a volunteer.

We havelearned students are easier to engage when you stand in front of your

table not behind it.

The gymnasiums will be set up in 6 Career Cluster pods with corresponding

Signage hanging from the basketball hoops. Upon arrival your table will be

labeled with your name in the pod you selected when you registered. On

October 8th you will receive the Student Flyer with the Career Cluster Model

Diagram listing your name and pod and all the other participants.

Volunteers in White GlenX Career Expo hats will be there to assist

*If you need Electricity please let us know in a return email by October 12th*

*(you will need to bring your own extension cords).*

**STAFFING:** Minimum of two company representatives, (3 to 4 better)

**DISPLAY:** Company Banner to hang in front of table (bring materials to adhere)

or Company Sign on Table (all tables must have a sign), Presentation Materials

like Story Boards, Models, Photos, Computer Displays, Product and Company

Brochures are suggested. COMPANY WITH STAFF NAME TAGS SUGGESTED.

ATTACHED IS A BUSINESS TEMPLATE THAT YOU CAN CHOOSE TO COMPLETE AND USE AS

A HAND OUT TO STUDENTS (200 Copies Suggested). WE WILL ALSO DISTRIBUTE, WHEN YOU ARRIVE, STICKERS FOR YOUR STAFF TO WEAR **IF YOU OFFER** APPRENTICESHIPS, INTERNSHIPS,

CAREER SHADOWING OR SUMMER JOBS *EASY FOR STUDENTS TO SEE*

GIFT IDEAS/Optional: Company pens, hats, T-shirts, lip balm, key rings, etc.

HEALTHY SNACKS/Optional: Power bars, Individual packaged nuts, trail mix, etc.

***Students also like Interactive Games***

**There will be approximately 1,300 students cycling in 3 waves of approximately**

**400 students each between 9:00 am and 1:00 pm**

**Students have prepped for the Career Expo and asked to choose**

**4 businesses/organizations to visit**

**BE PREPARED TO TALK TO STUDENTS:** (Students can be shy, so you will need to engage them)

* Ask what the student’s interests are?
* What career opportunities you have available.
* What the education/skill set they would need to have:

High school degree, Two-year degree, College degree, certifications, career-tech training

or you train within your company.

* If you offer internships, apprenticeships, job shadowing or summer jobs

and the requirements.

* Bring a laptop or tablet to have students enter their contact information and age

**DIRECTIONS:**  Rifle High School: If driving west (from Glenwood Springs) take I-70 to Rifle/Meeker, Exit 90, Take right at the light, proceed over bridge (Colorado River) to next light, continue straight on Railroad Avenue to 16th Street (Wells Fargo is on your right and Jay’s Printing on your left), Turn left on 16th Street, proceed up hill, at top of hill you will pass Garfield Re2 Transportation Center (lots of yellow buses) and the football field. Take immediate left after football field at the Rifle High School sign and proceed down entry driveway to Rifle High School and parking area. *If driving east (from Grand Junction), take 1-70 to Rifle, Exit 90*

*Turn right and go around first round about, staying left that will take you under I-70 and over the bridge to the first light. Go straight on Railroad Avenue and follow directions described above.*

**PARKING**: At end of Rifle High School entry driveway there are 2 parking lots, which volunteers will assist in directing. If you prefer, you can drop off your materials in the school bus unloading area and then park your car. Volunteers in White GlenX Baseball Hats will direct you into the school’s A & B gymnasiums. You will need to bring your own dollies to transport your materials. Volunteers are only guiding and cannot assist you with carrying.

**MISCELLANEOUS:**

* We will provide coffee during set-up, but please bring other preferred personal beverages/please keep under your table.
* You may be asked to be interviewed, photographed or videoed.
* **Guest Wi-Fi code while in gymnasium: rhsaccess (all lower case)**
* We will have a survey for you to complete, so we can continue to improve

the Career Expo for you and the students.

* **Career Expo contacts: Jayne Poss (970) 948-1683**