

**SPRING 2019 | PARTNERS**

**LOGISTICS**

**PLACE** Glenwood Springs High School

1521 Grand Ave, Glenwood Springs, CO 81601 (HWY 82 and 14th Street, across from Walgreen)

**DATE** Tuesday, March 5, 2019

**TIME** Set-up 7:30am – 8:45am

Expo 9:00am – 2:30pm

**TIMELINE** Session 1 9:00am - 10:15am Glenwood Springs High School

Session 2 10:15am - 11:30am Basalt & Roaring Fork High Schools

Session 3 11:30am - 12:45pm Aspen, Bridges & Yampah High Schools

Session 4 1:15pm - 2:30pm Glenwood Springs High School

**PARKING** Park in the business lots noted on attached parking map. We have very limited parking, so please carpool or have someone bring you and pick you up after the expo

**UNLOADING** Use the drop-off lane in front of the main entry to unload display materials and then park your vehicle in the assigned parking lot. We cannot provide dollies or assistance with moving display materials.

**VOLUNTEERS** Volunteers in GlenX hats will direct you from the parking lot to your gym, career pod and table

**STAFFING** 2 – 4 representatives

**DRESS** Business casual or career uniform/clothing

**DISPLAY**

* See attached thank you flyer with your gym (A or B) and career pod location
* Table (6’x30”) will be provided with a royal blue tablecloth
* You are welcome to use your own tablecloth/table covering
* If electrical power is needed, please email Jayne by February 22nd and bring your own power strip and cords
* Tables do not include chairs, but we will have some available. Ask a volunteer
* Provide a visible business/organization sign on your table
* Suggested materials:
* Banner (bring materials to adhere)
* Computers, posters, models, tools, photos, interactive games, products, etc.
* Business/organization brochures: Or attached is an optional template for a student handout.

200 copies suggested

* Swag: Pens, hats, t-shirts, lip balm, key rings, etc.
* Snacks: Power bars, packaged nuts or trail mix, etc.
* Each table has a welcome packet including: Wi-Fi password, thank you flyer, career talk speakers, sponsors and “Opportunity Stickers”
* Opportunity Stickers: Apprenticeships, Internships, Career Shadowing, Summer Jobs or Capstone Community Expert. Wear the applicable stickers for students to easily see

**MISCELLANEOUS**

* Wi-Fi password: Winter19SNOW
* Complimentary Starbucks coffee from 7:30am – 8:45am
* Snack bag and water provided at 12:30 pm. Bring your own extra beverages
* Restrooms are located in the hallway between the two gyms and in the theater lobby
* Water fountains are next to restrooms
* You may be interviewed, photographed, or videoed
* Career expo contact info: Jayne Poss 970-948-1683 or Ranee Austin 970-343-0298

**RESPONSIBILITIES – “Table Host”**

**BE PREPARED**

* Approximately 1,800 students cycling in 4 sessions of approximately 400 students each
* Students are prepped and asked to choose 4 businesses/organizations to visit
* Students are often shy, so be prepared to engage them first and ask questions
* Inform them about your career opportunities and skill set requirements
* Apprenticeships
* Internships
* Career Shadowing
* Summer Jobs
* Capstone Community Expert
* Students most often ask:
* What education/skill set do I need to have?
  + High school degree
  + Two-year degree
  + College degree
  + Certifications
  + Career-tech training
* Does your business/organization provide in-house training?
* Bring a laptop or tablet to have students enter their contact information and age
* Complete the business/organization survey, which allows us to improve the career expo for you and the students

**CAREER TALKS – “Pathway to My Career”**

**SESSION 1 8:15am - 9:00am | Glenwood Springs High School**

**CAREER TALKS**

* Dr. Ben Peery | Valley View
* Andrea Palm-Porte | Roaring Fork Leadership

**KEYNOTE**

* Eric Alexander | Author of The Summit: Faith Beyond Everest’s Death Zone

**SESSION 2 9:15am - 10:00am | Basalt & Roaring Fork High Schools**

**CAREER TALKS**

* Samuel Bernal | La Tricolor 107.1
* Anne Norrdin | 9th Judicial District Judge

**KEYNOTE**

* Eric Alexander | Author of The Summit: Faith Beyond Everest’s Death Zone

**SESSION 3 10:30am - 11:15am | Aspen, Bridges & Yampah High Schools**

**CAREER TALKS**

* Todd Sandstedt | FBI
* Sydney Schalit | FootSteps Marketing

**KEYNOTE**

* Eric Alexander | Author of The Summit: Faith Beyond Everest’s Death Zone

**SESSION 4 12:15pm - 1:00pm | Glenwood Springs High School**

**CAREER TALKS**

* Pat Conarro | The Product Launch Company
* Susana Salamun | Alpine Bank

**KEYNOTE**

* Eric Alexander | Author of The Summit: Faith Beyond Everest’s Death Zone

**THANK YOU…We are so appreciative of your participation and exceptional community support!**