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Subject: HHS Spring Career Fair Table set up information - April 19, 2024
Date: Wednesday, April 17, 2024 2:33:02 PM
Attachments: [Health and Human Services Agenda Spring Career Fair 2024 -April 19, 2024.docx](#)
[Copy of HHS Career Fair 041924 Curricular Breakdown.xlsx](#)
Importance: High

Good Afternoon Everyone!

On behalf of Dr. Brown, Tywan Banks, Tyrone Spencer and myself, we want to thank you for your participation in the 2024 – HHS Division Spring Career Fair #2!

I have a few items of housekeeping and information that many of you need!! **The event is being housed in the WD Building!! Please note that the rooms for the Program Tables will be housed on the 3rd floor!!**

I have attached the agenda for this Friday's session. Please take the time to look at the agenda.

We are dividing the students up so we are not as overcrowded, and students can take a few minutes to visit your table and ask questions!!

Please arrive to your table for set up between 9:30 am and 10 am depending on how much you need to set up! If you feel you want to arrive sooner, please feel free!

I will be emailing everyone on Thursday evening the room locations!

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Unfortunately, there is another program simultaneously occurring during the same time in the remaining rooms on the 4th floor. Your tables will be located on the 3rd floor in special rooms. Please do not move your tables to different rooms as I will be giving the chaperones lists of which programs are in which rooms.

I have attached a breakdown of the programs and HS CTE that will be attending the fair this Friday. We supply this so you know what students may be “mobbing” your table and who you may be encountering!

All students will have name tags with the school they are coming from, what groups will be touring together, etc. This is for your information as well as a way to make sure all 250+ students and instructors are being respectful. If you find a group that is not following rules or “wandering off on their own”, please take names. We had incidents last autumn and we want to make sure that they are respectful of your time and energy that you have put into this event.

Some items that you may want to consider for your table:

Tablecloth (if you need a tablecloth to turn inside out because yours is lost, please let me know ASAP!!)

Handouts for interested students

Paper or other ways to capture the attention of your students so a follow up contact can occur

Business Cards

Candy – goes without saying that the best candy bowl attracts the most students

Interesting items – bones, equipment, instruments, dead animals, etc. to draw attention to your program

Limited giveaways (see note below)

Please note that the students will be receiving a folder with various admissions handouts, pen (HHS Division Designated), hand sanitizer or a wrist band. They will also have an initial sheet for visiting the tables. There is no minimum visitation number, but once they go out for their tour, we will be “drawing” for HHS Division Program Socks. (They are nice!!!)

The students will be going on “tours” before or after visiting your tables, so when the time comes and our “hall/room monitors” announce that it is time to return to the ballroom, please let them so they don’t miss out!

You are welcome to stay around and visit the students when they come back from their tours and eating lunch. Please note with the money crunch, we only have lunches for the participating students and their instructor/chaperone.

Please feel free to email me with questions!! On the day of, you can call my cell at 614-440-3212.

Again, I cannot thank you enough for your participation!!

If I missed any of your fellow table helpers, please forward to them!! I do not mean to miss anyone!

Kelly

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