



EDUCATOR RECRUITMENT AND RETENTION

Job Fair/Career Expo Facility Example

When reserving a facility, there are many important factors to consider ensuring that the event is successful. Use the **example** list of items/questions as a guide to help you decide if the facility you want to reserve will be a good choice.

- Large meeting area (ballroom size) to hold all LEA booths
- Registration area for job seekers
- Registration area for LEAs
- High-top tables to add to ballroom for people to talk informally- are these available from venue?
- Garbage cans for ballroom, hallways, interview rooms, career expo session rooms
- Sound system for general announcements
- Easels for signage
- **Booths for LEA Reps/ Vendors/ Exhibitors, etc.:**
 - Booths: pipe and draping or other to delineate between booths
 - Tables and at least 2 chairs provided for each booth
 - Power to each booth? Will this be provided or will it be charged to each as an option?
 - Placards for each booth with name of organization, LEA, vendor, etc.
- **Career Expo Session Rooms:**
 - Set up theater style
 - Screens for presentations
 - Projectors for presentations
 - Sound system and appropriate power supply
- **Interview room(s) for LEAs & job seekers**
 - Small tables for interviews
 - 2-3 chairs per table
 - Spacing of tables/chairs
- **Will food be provided for LEAs, Vendors, Exhibitors, etc.?**
 - Room for food/drink
 - How will this be monitored?
 - What will be served?
- Will there be a point person from Facility on the day of event?
- What is the parking situation for all attending?