

(Enter Regional Name) JOB FAIR & CAREER EXPO				Event Registration	
Name of Venue				LEAs	<a href="#">(enter link)</a>
Enter address of Venue				Job Seekers	<a href="#">(enter link)</a>
Enter Date					
Enter Time				Social Media Graphics	
Role	Name	Phone	Email	Marketing	<a href="#">(enter link)</a>
Event Lead					
Venue Contact					
Enter Date					
Staff Set Up (night before)	12:00-5:30 PM				
LEA/VENDOR SET UP	1:00 PM-5:00 PM				
Career Expo Set Up	1:00 PM-5:00 PM				
Enter Date					
STAFF SET UP	5:30-8:00 AM				
LEA/VENDOR SET UP	6:00 -8:00 AM				
Attendees	8:00-2:00 PM				
NEWS MEDIA	9:00-10:00 AM				
Superintendent	9:00-10:00 AM				
Tear Down	2:30-4:00 PM				
CAREER EXPO					
Sessions					
Session 1	8:30-9:30 AM	Benefits of Working in a School System & Non-Teaching Positions Hired in a School System			
Session 2	10:00 AM - 11 AM	How to Become an Educator & Alternative Pathways to Teaching			
Session 3	11:30 AM-12:30 PM	Considerations for Working in a Rural/Remote Loca			
CAREER EXPO					
Resumé & Interview Workshops					
Workshop	8:00 - 9:00 AM	Resumé & Interview Techniques			
Workshop	9:00 - 10:00 AM	Resumé & Interview Techniques			
Workshop	10:00 - 11:00 AM	Resumé & Interview Techniques			
Workshop	11:00 AM - 12:00 PM	Resumé & Interview Techniques			



# EXAMPLE

Office of (enter Name of Superintendent)  
For Immediate Release  
(Enter date)

Contact: Name  
EMAIL ADDRESS (Hyperlink)

Name of County/Sponsor(s) to Host Job Fair/Career Expo

(Name) encourages job seekers interested in working in Arizona public schools to attend the (Name) Job Fair & Career Expo on (date), from (date) at the (time), hosted by (sponsor/s)

Currently, (add #) Arizona public schools have registered for a recruiting booth at the job fair. Job seekers will be able to visit school booths to speak with employers about open positions and learn more about the benefits and career opportunities available to school staff.

The attending schools will be able to issue letters of intent and job offers to prospective teachers, and other new hires pending background checks. Representatives from (add additional resources, if secured) will be available.

To register for the (Name) Job Fair & Career Expo, please (enter link)