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| **Tasks**  Prepare hall  Set up with 10 tables and  8 chairs for each group.  Ensure easy access to  4 more tables and 20  Chairs  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Set up for posters  CFES boards  SOD flag  CAW t shirts  Baloons  Boxes for class groups labelled with names of 3rd and 2nd year class groups.  Workbooks  Ask Me posters  Pencils  Markers  CAW stickers  Collect all materials at end of fair.  Note – will be taking over some  Jobs of those prefects who will  Be at a stand. | **People**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Notes**  Coding/work experience  Coding/work experience  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Welcome front of gym  Sign in  Give name sticker  Direct to sign in desk |  | Science gallery/  Work experience/photography |
| **Sign in desk**  Give name sticker  Invite to complete Ask Me poster |  | University times/BCCnews  Bridge 21/Work experience |
| **Usher**s  Accompany visitor into hall  Bring to preferred space  Ask if have any special requirements  Do point out toilets en route to  Hall.  Organise students on arrival to the hall. Students enter in groups of 14. For each 7 direct to stand 1, followed by stand 2 etc.  Ensure all stands have students. Divide into smaller groups if necessary.  Towards latter part of the time at the fair, do give each student a Swizle.  Ensure all participants have been offered tea/coffee |  | Bridge 21 |
| Student welcome  Welcome  Distribute workbooks  Ensure all students have pen  Or pencil.  Students enter in groups of 14  At the end of the time with the visitors, ensure all students return the workbooks into class groups. Collect pencils. |  |  |
| Tea/Coffee/Snacks/Scones/biscuits  Collect canisters in staff room  Fill with boiling water  Bring the following  Paper cups/Tea/Coffee  Sugar/tea spoons/small plates/  Knifes  Invite participants to have snack once they have set up in hall.  Collect used cups etc , keeping an eye during the course of the morning.  Do note the scones are for the participants.  Keep an extra eye on them when the students (who are always hungry) arrive and when they are leaving. |  | Drama/Work experience |
| Photographs –  Ms Mc Grath will call over to take some photos |  |  |
| Video interviews  Short interview with participants and students. Take note of the background. Try to ensure includes posters of relevance to theme.  Time wise – Each interview no longer than 2 minutes  Theme: Why college awareness week?/Why college?/College Fair-  Why? |  | Science gallery/Drama |
| Name | Contact details- | Career area |
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