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| **Tasks**Prepare hallSet up with 10 tables and 8 chairs for each group.Ensure easy access to 4 more tables and 20Chairs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Set up for postersCFES boardsSOD flagCAW t shirtsBaloonsBoxes for class groups labelled with names of 3rd and 2nd year class groups.WorkbooksAsk Me postersPencilsMarkersCAW stickersCollect all materials at end of fair.Note – will be taking over someJobs of those prefects who willBe at a stand. | **People**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Notes**Coding/work experienceCoding/work experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Welcome front of gymSign in Give name stickerDirect to sign in desk |  | Science gallery/Work experience/photography |
| **Sign in desk**Give name stickerInvite to complete Ask Me poster |  | University times/BCCnewsBridge 21/Work experience |
| **Usher**s Accompany visitor into hallBring to preferred spaceAsk if have any special requirementsDo point out toilets en route toHall.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 WelcomeDistribute workbooksEnsure all students have penOr pencil.Students enter in groups of 14At the end of the time with the visitors, ensure all students return the workbooks into class groups. Collect pencils.  |   |  |
| Tea/Coffee/Snacks/Scones/biscuitsCollect canisters in staff roomFill with boiling waterBring the followingPaper cups/Tea/CoffeeSugar/tea spoons/small plates/KnifesInvite 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 interviewsShort 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 minutesTheme: Why college awareness week?/Why college?/College Fair- Why? |   | Science gallery/Drama |
| Name | Contact details- | Career area |
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