

Key Elements of a Career Day

GOALS

Inspire interest in tech careers.
Connect attendees with professionals.
Offer hands-on tech skill practice.

AUDIENCE

High school/college students.
Early-career professionals.

TEAM ROLES

Coordinator: Oversees everything.
Event Manager: Manages venue/tech.
Speaker Coordinator: Manages speakers.
Outreach Lead: Promotes the event.
Volunteer Coordinator: Manages volunteers.

PROMOTION

Use **social media**, posters, and school partnerships.
Start **5–6 weeks early**; post speaker highlights and countdowns.

PLANNING

Venue: Accessible, tech-ready, fits attendees.
Virtual Platform: Zoom/MS Teams/Webex with breakout rooms.
Budget: Venue, tech, food, promotions. Seek sponsors?
Date: Avoid holidays/exams; 4–6 hours long.
Volunteers: Recruit early, train 2–3 weeks before.

EVENT AGENDA

Welcome: Icebreakers, agenda overview.
Keynote: Industry leader speaks.
Workshops/Panels: Coding, activities, cybersecurity, career tips.
Breaks: Networking, games.
Closing: Takeaways, thank-you notes.



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