



COLLEGE & CAREER Fair

TEACHER GUIDE

WHAT: THE GULF COAST CHALLENGE COLLEGE & CAREER FAIR

WHEN: WEDNESDAY, NOVEMBER 9, 2022

WHERE: MOBILE CONVENTION CENTER

Thank you for taking a lead role in this valuable event. Your work will help ensure the experience is meaningful for your students and that the Fair has its intended impact. To help you and your students prepare, this guide and all handouts are available under the initiatives page of the SAWDC website at <https://sawdc.alabamaworks.com/college-and-career-fair/>.

Items that will help you prepare for the 2022 College & Career Fair:

- Pre-Event Activities
- Directions to the Mobile Convention Center
- Bus Route for Student Drop-off and Pick-up, including Parking Information
- Layout of the 2022 College & Career Fair - **COMING SOON!**
- Post-Event Activities, including Student Survey **(Due by Friday, November 18)**

1. GET READY...STUDENT PREPAREDNESS

Before attending the event, prepare students for the following Pre-Event Activities:

1. Pass out the layout and have students review where each of the participating colleges and companies will be set up. Encourage them to develop a plan by prioritizing which booths most interest them. The 60 minutes will go by very fast, and this will help them best utilize their time during the event...We encourage you to familiarize yourself with the layout as well so that you can answer any questions as they come up.
2. Encourage students to bring multiple copies of their transcripts and resumes to provide to colleges and companies.

2. GET SET...STUDENT TRANSPORTATION

The following details will help you with the logistics of transporting students to the event:

1. Email a copy of the bus manifest form(s) to hbarlar@sawdc.org
2. Provide the bus driver with directions to the Mobile Convention Center. The driver will also need the bus route that shows the student drop-off and pick-up locations, as well as the bus parking information.
3. Students will be transported by the school to the event at their assigned time. Your school's assigned arrival time will be distributed prior to the event.
4. **There will not be any refreshments available on site.**
5. Upon arrival, an event volunteer will enter the bus and brief all students. Students will then exit the bus and be led by volunteers to the staging area.
6. Place a sign identifying your school in the bus window so that students and volunteers can easily locate the correct bus upon exiting the event.

3. GO...AT THE EVENT

Once students enter the event, the following will take place:

1. Students will be given a bag.
2. Students will have 60 minutes to participate and can visit the the College Zone and/or the Career Zone. During this time, please help us monitor the students by walking around and encouraging them to visit with college and career professionals.
3. At the end of the allotted time, an announcement will be made prompting your school to exit the event - Please LISTEN and ensure your students make it to the exit!!!!!!
4. At the end of the event, teachers/counselors are responsible for escorting students back to the buses.

4. PLAN...BACK AT SCHOOL

Once back at school, help students continue their experience with the following Post-Event Activities:

1. Encourage students to take the online survey **by Friday, November 18**. The survey will be posted on the homepage of the website following the event at <https://sawdcalabamaworks.com/>. Completion of the survey will automatically register the students in a drawing for scholarships and prizes.
2. Want to learn more about a specific company?...Stay tuned for more information about immersive tours. - **COMING SOON!**