

HOW TO PUT ON A CAREER FAIR



WHEN, WHERE, WHO, WHAT & WHY

- Plan in spring for fall, in fall for spring
- Advertise in school bulletin, local newspaper, flyers, auto dialer if available
- Utilize teachers and counselors to promote event



WHEN

- Secure your date for the event.
- Make sure there are no other events taking place that would draw the students away from your event.
- Other events may include sporting events, back to school night, open house, or other career fairs.



WHERE

- Make sure you have an adequate building or space for tables and props to be displayed.
- If you are required to fill out a facility use form to reserve a venue—do it asap.
- I also request via work order for maintenance to unlock the bathrooms/ doors, provide extension cords, a microphone, and the amount of tables & chairs. A map is given to them a few days ahead of the event to remind maintenance.



WHO

MILITARY, COLLEGES, BUSINESSES

- A.S.V.A.B. sign up table M.E.P.S.
- Marines—Pull up bar
- Army—Rock climbing wall
- Air Force—Huge display
- National Guard—Hummer
- Navy—Ask what they have available
- Coast Guard—Do not need to recruit



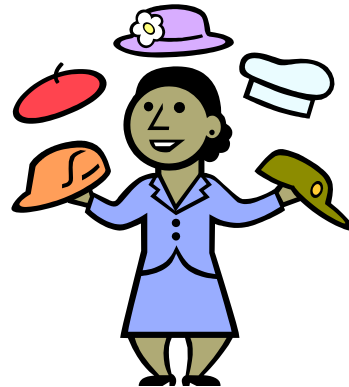
COLLEGES

- Community college outreach reps as well as program representatives—
culinary, cosmetology, auto, nursing
- CA State, University of CA, Private
- MESA, EOP/EAOP, CAMP, Financial Aid
- May want to group CSU's, UC's
- DO NOT group private schools unless requested—
Humphreys, Hawaii Pacific/
ASU/UNR, Wyotech, Dominican/St. Marys



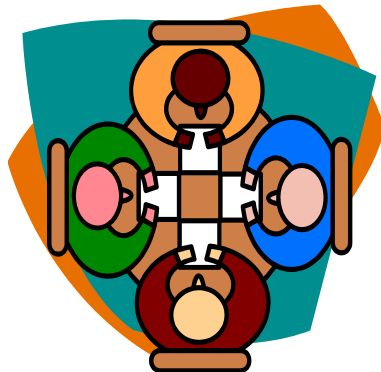
BUSINESS/COMMUNITY

- Police/Fire depts.(vehicles, uniforms)
- Professional(Dr.,Lawyer,Dentist,Vet)
- Vocational school/employees such as Cosmetologists, Lodi Traffic School, ITT
- May offer discount coupons or raffles
- Service groups such as Red Cross, American Cancer Society, Salvation Army—may have community service



WHAT

- Career Fair—information on variety of careers, professionals available to answer questions or explain career and pathway or requirements.
- College Fair—representatives with information regarding colleges, programs, costs, housing, financial aid, admissions, & statistics.
- You may develop/expand/create depending on needs /current environment.(economy,interest)



WHY

- Goal is to educate a community by providing career & college information in a safe & familiar atmosphere.
- To provide experts who give first-hand information and answer questions.
- Assist community in developing career paths & the requirements needed.





GHS Career Fair

Wednesday, October 21

6:00pm to 8:00pm

GHS Warrior Gym



**GALT HIGH SCHOOL
2009 CAREER FAIR
REGISTRATION FORM**

**Wednesday, October 21, 2009
6:00 – 8:00 pm**

LOCATION: **GHS Warrior Gymnasium**, 145 N. Lincoln Way, Galt, CA 95632
SET-UP TIME: 5:00 – 6:00 p.m. CONTACT PERSON: **Virginia Menezes**
START TIME: 6:00 p.m. PHONE: (209) 745-3081 ext 2028

**PLEASE FAX REGISTRATION FORM TO:
Virginia Menezes Fax: (209)745-3936**

NAME: _____

BUSINESS/ORGANIZATION: _____

MAILING ADDRESS: _____

City: _____

ZIP _____

PHONE:(____) _____

FAX:(____) _____

display or handout: _____

Description of items you will

YES () Need electrical outlet. NO () Will not need electrical outlet.

THANK YOU



**CA STATE DEPT
OF**

APPRENTICESHIP

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Airforce	Albert Cayabyab	(916)683-9371	48 X
Army	Sandra D. Ray	(916) 684-1571	1 X
CA Dept. of Corrections	Clinton Brown	(209) 649-8210	4
CA Division of Apprentice	Brenda Rodgers	(916)681-2300	2 X
CA Highway Patrol	Michael Bradley		18
CA Maritime Academy	Norris Cooper	(707)654-1228	20
City of Galt Parks and Recreation	Tanni Watts	(209)366-7180	6
Coast Guard--Table Only			31
Cogswell Polytechnical College	Jennifer Daily	(408)541-0100x137	23 X
Cosumnes Fire District--CSD	Jennifer Rubin	(916)405-7114	17
Cosumnes River College Outreach	Peggy Ursin	(916)691-7112	9
Cosumnes River College - Ag	Howard Lewis	(916)691-7112	8
Cosumnes River College-Auto	Mike Pereira	(916)691-7112	8
CSU- Sacramento MESA	Mariana Rivera	(916)278-7879	22
DeVry University	Randall Taylor	(916)425-4575	26
Feather River College	Bruce Baldwin	(530)283-0202x347	38
FIDM	Joan Griffin	(916)764-1073	46
Fresno State	Mailee Lee	(559)278-5760	21
Galt P.D. Crimestoppers/Cadet	T.J. Guidotti	(209)366-7021	5
Heald College	Paul LaValley	(209)601-7888	10
Health Jobs Start Here	Toni Thomas/Eli Chandler(415)901-0100	(415)901-0110	25
ITT Institute of Technology	Jennaeh Ohland	(916)851-5650	24
William Jessup	Molly Smith	(916)577-2226	44 X
Kitchen Academy of Sacramento	Timothy Pittman	(916)243-8437	11
Lodi Traffic School	Bernie Anderson	(209)333-1422	48
Marines	Scott Rodgers	(916)686-1332	45
Navy	Doug Wright	(916)416-2898	43 X
Northern CA Training Institute	Heidi Coons	(916)960-6296	12
Professional Culinary Institute	Vivien Buhain	(510)888-4294	47 X
Sacramento Area Electrical	Dennis Morin	(916)646-6688	19
Sacramento City College	Toni Newman/Malachi Smith	(916)558-2191	14
Sacramento City College Allied Health	Sue Hussey	(916)650-2767	15
Sacramento Job Corps	Jerry Vang	(916)227-0321	16
Sacramento MEPS	Armando Oroszo	(916)564-0263x1303	27
Sacramento Works	Juan HerreraAndrea Ceja	(209)744-7704	7
San Joaquin County Office of Education	Laura Guess	(209)468-5941	28
San Joaquin Delta College Outreach	Ariana Gonzalez	(209)954-5135	41 X
San Joaquin Delta College Students Assn	Michele Berlin	(209)679-1633	40
San Joaquin Valley College	Kelly Rehkepf	(916)307-8255	30
Spartan College of Aeronautics	Robert Rocha	(209)607-7097	42
Stanford University	Sylvia Carlisle	(650)725-7811	29
University CA -Davis Ag Dept.	Stacey Hewitt	(530)754-9083	32
University CA -Davis EAOP/Admissions	Michele Dyke	(530)752-2521	3
University of the Pacific	Stacie Jenkins	(209)946-7312	13
Western Career College		(916)361-1660	37



