



SkillsUSA World of Energy Career Expo Sample Timeline

2009 CEFGA CareerExpo and SkillsUSA Georgia Championships Timeline/Milestones

September 25, 2008 (AGC Offices) – 11 a.m. – 1 p.m.

- Kick-off meeting
- Review budget
- Worlds identified
- Review planning process and major milestones

November 18, 2008 (GICC) 11 a.m. – 1 p.m.

- World Leaders/Co-leader(s) identified
- Industry Partners identified
- Amount of space per World determined
- Preliminary layout of GICC developed
- Skills chairs identified

January 8, 2009 (ABC Offices) 11 a.m. - 1 p.m.

- Preliminary layout of space and plans for each World developed
 - Preliminary design for Skills contests developed
- Goal: 2,000 attendees registered*

February 5, 2008 (TBD) 11 a.m. – 1 p.m.

- Final layout of space and plans
 - Magazine ads due
 - Magazine articles due
 - Booth \$/Sponsor \$ due
 - SkillsUSA plans set and materials specified
 - Final list of participating companies to be included on banners and listed in magazine (names and/or logos*)
 - Preliminary list of volunteers (name, company name and email)
 - SkillsUSA judges identified (name, company name and email)
- Goal: 3,000 attendees registered*

March 5, 2008 (TBD) 11 a.m. – 1 p.m.

- Loose ends!
- Goal: 4,000 attendees registered*

April 2, 2008 (GICC) 11 a.m. – 1 p.m.

- Final list of volunteers (name, company name and email)
- Goal: 6,000 attendees registered*

April 15, 2008

-Move-in (7 a.m. – Midnight)

April 16, 2008

-Expo Showtime (8 a.m. – 4 p.m.)

-SkillsUSA Team Works (1 – 4 p.m.)

April 17, 2008

-Expo Showtime (8 a.m. – 2 p.m.)

-SkillsUSA Championships – All Construction and EDD-related contests (9 a.m. – 4 p.m.)

-Move-out (2 p.m. – Midnight)