

**Teachers Career Day**

**Project Manager To-do List**

| **# of Months before Career Day** | **Task** | **Responsible Party** | **Completed** |
| --- | --- | --- | --- |
| **Four** |  |  |  |
|  | Present career day concept to upper-management for buy-in |  |  |
|  | Select date (a Saturday) |  |  |
|  | Assign a project manager |  |  |
|  | Develop a budget (use template provided in toolkit) |  |  |
|  | Make assignments for various pieces of the agenda (e.g. opening, *Day in the Life* employees, etc.) |  |  |
| **Three** |  |  |  |
|  | Select partner high schools in your area |  |  |
|  | Set meetings with school principals |  |  |
|  | Meeting: bring program agenda, “Why a Teachers Career Day?,” one-pager, flyers and registration forms; discuss stipend |  |  |
|  | Work on logistics for rooms and computers that will be used for the career day |  |  |
| **One** |  |  |  |
|  | Provide prep questions for employees who will do “A Day in the life of…” and recommended hands-on activities |  |  |
|  | Order or collect giveaways for teachers |  |  |
|  | Meet with all players to discuss the flow of the day |  |  |

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| --- | --- | --- | --- |
| **Month of** |  |  |  |
|  | 2-weeks in advance: order food/beverages through a caterer for the lunch and afternoon snack |  |  |
|  | 1-week in advance: reminder phone calls and/or e-mail to those who plan on attending |  |  |
|  | 1-week in advance: copy agenda, lesson plans, evaluation form and any other handouts you will be using |  |  |
|  | 2-days before: meet with key players to review agenda and flow of the day |  |  |
|  | 1-day before: make sure rooms are set up and ready to go |  |  |