TIPS FOR HOSTING A CONSTRUCTION CAREER PATHWAYS EVENT
EVENT CHECKLIST

**Determine**

- **Budget for the event** *(low, medium or high)*
- **Date of event**
- **Event/room location** *(will need to book room and sign contract if off site)*
- **Attendance and size of event** *(take note of room capacity)*
- **Desired sponsors and donors**
- **Need for volunteers**

**Select**

- **Committee members for event assistance:**
  - Creating survey questions
  - Building invitation contact lists *(educators, contractors/organizations, government agencies)*
  - Contacting sponsors and event vendors
  - Developing material *(fliers, activities, booklet, banners, etc.)*

**Schedule**

- **Monthly meetings with committee members**
- **Survey for key topics at events**
- **Guest speaker(s)** *(if applicable)*
- **Emails to promote event**
EVENT CHECKLIST

MEET

- Monthly with event committee members
- Sponsors/donors for contributions
- Guest speakers (if applicable)

CREATE

- Informational forms and fliers for:
  - Sponsorships
  - Save-the-date invitations
  - Registration (form or web-based)
  - Volunteers

Example of a promotional graphic created for digital distribution
EVENT CHECKLIST

DETERMINE

- **Agenda** (opening and closing statements, activities, guest speakers and breaks)
- **Audio/visual needs**
- **Materials needed for activities** (poster boards, writing utensils, handouts, etc.)
- **Meal and break schedule** (if applicable)

SELECT

- **Committee members to complete tasks with specific due dates:**
  - Printing activity materials/purchase supplies
  - Contacting educators
  - Contacting contractors/government agencies
  - Getting logos from sponsors

DEVELOP

- **Draft of room layout** (tables, chairs, podium, location of meals, location of sponsor signage, etc.)
- **Signage to recognize sponsors**
- **Job descriptions and placement for volunteers**

Check out previous Construction Career Pathways Conference material on pathways.nccer.org for examples of activities conducted at the national events.
EVENT CHECKLIST

CONFIRM AND SECURE

- **Number of:**
  - Attendees, sponsorships and volunteers
  - Assignments for volunteers
  - Meals and refreshment items

- **Room rental contract (if applicable)**

- Sponsor and vendor logos for banners/signage

- Agenda with speaker’s bios

- Print date for handbook and banner/signage (remember to account for shipping time)

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**3-1 MONTH PRIOR**

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3-1 Month Prior
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**Left:** Example of an event banner stand showcasing sponsor logos; **Top:** Example of a Construction Career Pathways Event agenda

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EVENT CHECKLIST

CONFIRM

- Number of volunteers with job assignments
- Agenda with event staff (recommend walking through the agenda with the group)
- Room layout and purchase supplies
- Order for meals and refreshments

REVISE AND FINALIZE

- Number of attendees
- Handouts for volunteers (instructions, assignment descriptions and scripts)

CREATE

- Attendee, event staff and volunteer badges
- Sign-in sheet for all attendees
- Assignment of volunteer positions

Example of an event room layout
EVENT CHECKLIST

**Morning**

- Event staff and volunteers should arrive an hour early
- Notify event staff if there are changes in number of attendees and seating arrangements
- **Identify areas** *(bathrooms, meal locations, etc.)* that attendees will inquire about
- Give final instructions to volunteers

**Afternoon**

- Ask volunteers to stay and help clean-up
- Make sure to talk with participants to plan for future event(s)
- Self-reflect to prepare for the next year