



TOOLS

Career Fair Participant Form

(WBL coordinator to fill in own name and contact information)

XYZ district or school is hosting a college and career fair for #th and #th grade students from (school names) to learn more about potential careers and postsecondary education options. College and career fairs are an important component of a multiyear program that helps students learn about potential career opportunities and set goals for their future education and career preparation. (Name), the work-based learning (WBL) coordinator who is leading the planning for the fair, will be happy to work with you to plan an interesting and engaging exhibit.

Fair details:

- (Date) from X:XX a.m. to X:XX p.m. (Exhibitor arrival for setup and briefing one hour before fair)
- (Location)
- ### #th and #th grade students
- Each booth for exhibitors will have a table to provide information, demonstrations, hands-on experiences, handouts or other features that will engage students.
- If you have any equipment, electrical power or internet access needs, please list them below.

Please complete the following information and return it via email by (date). We will confirm receipt and send you more information about the fair. I will contact you to discuss plans for your booth.

Employer:	
Industry/education programs:	
Main contact name:	
Phone: ())	Email:
Logistical needs (electrical outlet, internet access, etc.):	
Other comments:	
Signature:	WBL coordinator name, phone and email:

*Your support of career awareness and exploration activities like this fair is a valuable complement to classroom learning and can make a real difference in the lives of our students. **Thank you!***