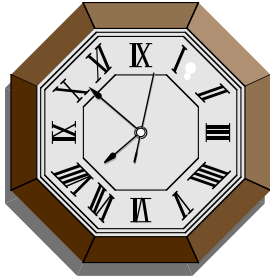


## TIMELINE

### Career Day 2005



**Career Day Committee Members: Bonnie Fansler, Jane Fawcett, Joe Burkhardt, Carol Bausher, Manice Peace, Kelly Ackerman, Jen Goss, Jen Perezous, Jess Jones, Yvonne Wagner, Mark Coassolo, Connie Skipper**

#### **January 24 Thru January 28**

- ❖ Create presenter booklets for students (Connie/Jane)
- ❖ Develop student workshop selection sheet (Connie)
- ❖ Make follow-up calls to those who did not return Career Description Form (Connie)
- ❖ Write memo/announcements to teachers regarding WTGR presentation (Connie)

#### **January 31 Thru February 4**

- ❖ WTGR Presentation/Students select workshops (Connie & Joe)
- ❖ Contact students who were absent on day of scheduling (Connie)
- ❖ Begin planning refreshments and luncheon. Contact Jeff Woodall for any refreshments he will be providing. (Jess, Jen, Yvonne.)

#### **February 7 Thru February 11**

- ❖ Begin Scheduling – Library Conference Room (Connie, Bonnie, Carol, Manice)
- ❖ Order Thank-you gifts (Jen)

#### **February 14 Thru February 17**

- ❖ Continue scheduling (Connie, Bonnie, Carol, Manice)

#### **Feb 22 Thru February 25**

- ❖ Continue scheduling (Connie, Bonnie, Carol, Manice)

#### **February 28 Thru March 4**

- ❖ Continue scheduling (Connie, Bonnie, Carol, Manice)

### **March 7 Thru March 11**

- ❖ Continue scheduling (Connie, Bonnie, Carol, Manice)
- ❖ **Career Day Committee Meeting**
- ❖ Begin PR efforts (Mark)
  - Contact newspaper and TV (Reading Eagle, Patriot, Channel 69)

### **March 14 Thru March 18**

- ❖ Finalize scheduling (Connie, Bonnie, Carol, Manice)
- ❖ Assign speakers to rooms (Connie/Tom)

### **March 21 Thru March 25 No School \*\*\*\*\*HOLIDAY\*\*\*\*\***

### **March 29 Thru April 1**

- ❖ Input and print students' schedules (Jane)
- ❖ Make nametags (Kelly)
- ❖ Send Confirmation Letters to speakers (Connie)

### **April 4 Thru April 8**

- ❖ Finalize refreshments/luncheon arrangements (Jess/Jen/Yvonne)
- ❖ Begin advertising (Connie)
- ❖ Assign AV equipment to rooms (Joe)
- ❖ Recruit student volunteers for greeting, escorting, etc. (Connie/Bonnie)

### **April 11 Thru April 15**

- ❖ **Career Day Committee Meeting**
- ❖ Make friendly reminder phone calls (Connie)
- ❖ Prepare, copy and distribute evaluation forms (Connie)
- ❖ Communicate Career Day Information to faculty (Connie)

### **April 21**

**\*\*\*\*\*Career Day\*\*\*\*\***

### **April 25 Thru April 29**

- ❖ Write and send thank-you letters (Connie)
- ❖ **Career Day Committee Meeting/Celebration!!!!**