SAMPLE AGENDA

**Directions:** Update the following sample agenda with your event particulars and add to the “Email Template 3” when providing more information to your volunteers.

Thank you for volunteering to participate in Anywhere High School’s Career Expo!

Below is the day’s schedule:

| Time | Event |
| --- | --- |
| 9:30am - 10:30am | Volunteers arrive, check-in, and set up booths |
| 11:00am - 11:30am | Freshmen students visit Career Expo |
| 11:30am - 12:00pm | Sophomore students visit Career Expo |
| 12:00pm - 12:30pm | Junior students visit Career Expo |
| 12:30pm - 1:00pm | Senior students visit Career Expo |
| 1:00pm - 2:00pm | Volunteers pack and leave, school staff clean Career Expo area |

\*We will have box lunches ready by noon and will bring them by your booth for you.