

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.**