

PLANNING DOCUMENT

Planning Phase	Action	Completion Date	Who's Responsible	Steps Needed to Accomplish Action Item	Resources
Research	Get demographic information about the students that you are working with				School district
	Get graduation and school enrollment rates for the school district				School district
	Find data and research to inform your decisions. Ex. Peer reviewed studies, journal articles, etc.				Scholar.google.com
	Get information on employment rates and job markets				U.S. Bureau of Labor Statistics
School/Community Collaboration	Introduce concept to decision makers and get necessary permissions				
	Identify primary contacts at site for planning				
	Secure an on-site space				
	Identify regular time				
	Identify funding sources for lunches or work with cafeteria				

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Preparation					
	Develop materials including signage, sign-up sheets, information sheets				
	Identify student needs and interests				
	Identify target careers and possible speakers				
	Make contact with identified speakers				
	Provide orientation for volunteers				
Planning a Career Café	Confirm date, time, and space with site				
	Contact potential speaker(s) and get commitment				
	Make flyers and distribute, hang posters				
	Write and make announcements				
	Set due date and collect sign up forms				
	Order food				

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	Send reminder email with info sheet to speakers with site & speaker info				
Evaluation and Appreciation	Evaluate student attitudes and knowledge				
	Evaluate planning and execution process				
	Send thank you email to speaker or call				
	Have students write thank you notes				