



Planning your ITF Event

Event Checklist

Make planning your ITF event simple by following along with our checklist

Prior to your event

Essential steps

- Set a date and time for your talk with the volunteer. This can be done with finer logistics confirmed nearer the date of the talk.
- Tell the volunteer the format for your event e.g. is it just them doing a classroom talk or is it 10 volunteers doing career speed networking?
- Discuss your expectations with the volunteer, what you are hoping to gain from the interaction between the volunteer and your students, whilst also finding out what your volunteer is happy to speak about.
- Provide an email/ phone number for the contact teacher in case of issues on the day.
- Prepare your students for the session by briefing them about the volunteer (s) and their jobs/ sectors in advance.
- If the students are expected to ask questions, it may be helpful to provide them with sample questions – examples can be found on the Inspiring the Future Resources page.

<p>Advise volunteers who they're talking to, such as;</p> <ol style="list-style-type: none"> 1. size of the group 2. their age 3. level of prior subject knowledge 	<p>Inform students who is coming including;</p> <ol style="list-style-type: none"> 1. their job title 2. the company and the industry sector 3. objective of the volunteer visit
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Prepare the students for the ITF activity or session

This might involve providing them with example questions to read over in advance, or encouraging them to discuss in groups or as a class what ideas they have about the industry of the different volunteers and what career interests they have. Give them an idea of the structure and protocol if they have never participated in a similar event before.

Make transport easy for volunteers

Please be as accommodating and helpful as you can to enable the journey and experience of volunteers to be exciting and easy. Be clear about how to get to the venue, and provide any necessary information about parking or public transport if needed.

Make your event accessible for volunteers

Be clear about accessibility to your venue and make sure to ask if volunteers need wheelchair access or have limited mobility.

Be clear about details and expectations

Even though you've sent an invitation and it's been accepted, and perhaps negotiated. Please ensure you send a confirmation email one or more weeks before the event, confirming the exact details and any other information the volunteer may need to know. This includes necessary identification to sign

in and a reminder about the other volunteers they may or may not encounter. This would be the appropriate time to politely remind them of what you hope they'll take about, eg. 'Our students are excited to hear about how you became a General Manager, and what challenges you faced and how you overcame them.'

On the day of your event

- Have a teacher or students meet the volunteer/s when they arrive and escort them to the office to sign in and then to the event -if there are multiple volunteers arriving, ensure you have enough escorts to make all visitors welcome
- Introduce the volunteer/s to the student/s by their correct name and job title
- Ensure that the students have been briefed about the volunteer's job role and have prepared questions to ask
- Set up the room in advance of session so everything is ready when volunteer arrives (e.g. IT facilities)
- Make sure a teacher is present during the session to manage behavior.
- Make it clear that volunteers know not to give their business cards or contact details to individual students. Instead volunteers can give their cards to the teacher to arrange follow up activities such as work experience.
- Thank the volunteers/s appropriately and make sure they're escorted to the reception or to exit at the end of their visit

After your event

- Send a post event 'thank you' email and maybe share some positive feedback from students
- Send positive feedback and any appropriate photos for publication to enquiries@inspiringthefuture.org.au

