Timeline & Checklist Career & Job Fairs

Timeline for organising a Career & Job Fair

The following timeline is intended as a **general guide for organizing** a Fair. All timeframes are approximate and have been intentionally set with extra buffer time to ensure a smoother and more relaxed planning process.

Depending on the scale, complexity, and format of your Fair you may be able to start later or adjust deadlines accordingly. The most important thing is to ensure that all key steps are completed in time for a successful event. Feel free to tailor this guide to best fit your specific needs.

Timeframe	Actions required
Six months before	- Define the event concept - Decide on format (physical/digital) - Submit necessary Contact Approval Forms (CAFS) - Prepare the draft budget - Research venue/platform - Start reaching out to partners
Three months before	- Reach out to partner's - Secure the venue/platform - Start the marketing plan - Draft Programme Overview
One months before	- Confirm all partners - Launch Social Media Campaign - Recruit necessary volunteers - Decide on responsibilities in the board
One week before	- Final confirmations - Send practical info to participants - Technical run-through

	- Print materials necessary - Hold final briefings
Event day(s)	- Coordinate check-in - Manage the logistics - Capture photos & media - Support participants
After the event	- Send thank-you notes - Evaluation forms - Final Report - Financial Overview - Invoicing - Delete any unnecessary personal information

Checklist for organising a Career & Job Fair

The following checklists are a suggestion for your Fair Event. The points mentioned are suggestive and **not something you are forced to follow.**

It is also not exhaustive, and numerous details should be sorted out when conducting your Fair. If you at a National or Local level believe there is a different approach that will achieve a better outcome for your event, then **feel free to create a checklist that suits your event better.**

We have also left some blank rows at the end of the timeline in case you want to save this and add more tasks.

Pre-Event Checklist

Task	Description/Notes	Who is in charge	Completed
Decide type and format of the event.	-Career/Job/both; - Physical/ digital/hybrid).		☐
Submit Contact Approval Form(s) where necessary.			☐
Prepare a detailed budget (potential income & expenses).	Only if needed.		☐
Identify target audience and define outreach strategy.			☐
Research and shortlist venues or platforms.			☐
Create a partner/speakers package.	They need to know what this event can give them: benefits, fees, visibility options. Especially if you are asking for a donation.		☐
Contact partners, sponsors and speakers.			☐

Apply for external funding if needed and possible.			☐
Design initial marketing campaign			☐
Set up the event registration system, if any.			☐
Recruit and brief volunteers.	Starting from you Board members to you locals (if national) and directors.		☐
Draft evaluation tools.	Either: feedback forms or surveys. Both for the partners and for the participants.		☐
			☐
			☐
			☐
			☐

Event-Day Checklist

Task	Description/Notes	Who is in charge	Completed
Arrive early and set up the venue/platform.			☐
Registration desk ready with participant list, name tags, materials.	If it's online, have the excel with the participants list and the program ready.		☐
Volunteers briefed and assigned roles.	(welcome desk, logistics, partner support)		☐
Test all technical equipment.	(microphones, projectors, Wi-Fi)		☐
Catering and refreshment areas ready (if applicable).			☐
Opening session prepared (script, acknowledgements).			☐
Partner and speakers checked and supported.			☐
Media coverage ready (photographer, social media officer).			☐
Board members are visible and approachable throughout. (even if online) to support the partners and participants			☐
Closing remarks prepared and delivered.			☐
			☐

Post-Event Checklist

Task	Description/Notes	Who is in charge	Completed
Send thank-you notes to partners, volunteers, participants and sponsors.			☐
Send and then collect student feedback forms.			☐
Collect partner feedback (short survey or call).			☐
Compile participation statistics (number of students, organisations).	Something that you don't have to do but it could be helpful for the years ahead.		☐
Compile financial report (income, expenses, balance).	If you got some expenses and profits from this event.		☐
Invoice the partners and/or students.			☐
Hold an internal evaluation meeting.			☐
Share event recap on social media and your websites.			☐
Archive all documents, templates, and partner contacts.			☐
Delete any unnecessary personal information from participants and partners.			☐
Reach out to partners for follow-up cooperation.			☐

			☐
			☐
			☐
			☐
			☐