

# mock it till you ROCK IT

new mexico

## Event Planning Checklist, Tips & Tricks

<b>Event Coordinator</b>		<b>Event Date &amp; Time</b>
<b>Phone Number</b>		
<b>Email</b>		
<b>Date &amp; Time of Event</b> Select the date and time for your event. Does it clash with any school holidays or other local events?		
<b>Target Audience</b> Who is the event targeted at? Decide if you will include all students or a specific grade.		
<b>Business Partners</b> How will you encourage businesses to participate as interviewers? Make a plan.		
<b>In-School Promotion</b> Make a plan to build excitement – can include flyers, posters, school newsletter, etc. Request print materials from NMDWS if needed.		
<b>Preparation Events</b> Decide what pre-event activities to host. Resume building activities, interview skill building, professionalism classes, etc.		
<b>Schedule</b> Create a day-of agenda/program.		
<b>Staffing</b> Determine if you need extra staff for the event. Guest greeters might be useful.		
<b>After the Event</b> Send photos, follow-up, and feedback for future events to NMDWS team at <a href="mailto:nmdws.communication@state.nm.us">nmdws.communication@state.nm.us</a> Send Thank Yous to business partners.		