

TRANSITION FAIR STRUCTURE OPTIONS

Adjust the schedules as it relates to your program. These are just suggestions for how to structure your event.

Schedule Option 1 Template: Tables Only

TIME	ACTIVITY	EXPLANATION
7:00 AM - 8:00 AM	Set Up	Volunteers and facilitators arrive and set up the space according to the floor layout.
8:00 AM - 9:00 AM	Exhibitor Arrival	Exhibitors arrive, and volunteers check them in and show them to their tables.
9:00 AM - 9:30 AM	Welcome Address	Exhibitors are provided with a welcome address by the fair chair.
9:30 AM - 3:30 PM	Tabling	Students arrive to visit the fair, according to the schedule set by the planning chair.
		Group 1: 9:30 AM - 10:30 AM
		Group 2: 10:30 AM - 11:30 AM
		Lunch: 11:30 AM - 12:30 PM
		Group 3: 12:30 PM - 1:30 PM
		Group 4: 1:30 PM - 2:30 PM
		Group 5: 2:30 PM - 3:30 PM
3:30 PM - 3:45 PM	Closing	Thank you address from the fair chair to the participants and exhibitors remaining.
3:45 PM - 4:30 PM	Clean Up	Clean up space accordingly.

Highlights:

- Tables with information
- The room is divided into sections based on subject area. Examples:
 - Postsecondary education, special postsecondary education programs
 - State agencies
 - Transportation services
 - Community-based organizations
 - Employment services/employment providers (job applications available)
 - Housing/residential facilities or programs
 - Daily living services, activities
 - Information for families, parents and caregivers

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Schedule Option 2 Template: Tables with Breakout Sessions

TIME	ACTIVITY	EXPLANATION
7:00 AM - 8:00 AM	Set Up	Volunteers and facilitators arrive and set up the space according to the floor layout.
8:00 AM - 9:00 AM	Exhibitor Arrival	Exhibitors arrive, and volunteers check them in and show them to their tables.
9:00 AM - 9:30 AM	Welcome Address	Exhibitors are provided with a welcome address by the fair chair.
9:30 AM - 3:30 PM	Tabling and Breakout Sessions	Students arrive to visit the fair, according to the schedule set by the planning chair.
	Event 1: 9:30- 10:30 AM	Groups 1 & 2 visit the tables while groups 3 & 4 visit a breakout session of their choice.
	Event 2: 10:30- 11:30 AM	Groups 1 & 2 attend a breakout session of their choice while Groups 3 & 4 visit the tables.
	Lunch: 11:30 AM - 12:30 PM	Students, volunteers and exhibitors eat lunch.
	Event 3: 12:30- 1:30 PM	Groups 1 & 2 attend a breakout session. Groups 3 & 4 attend a mock interview session or participate in a career game.
	Event 4: 1:30- 2:30 PM	Groups 1 & 2 participate in mock interviews or a career game. Groups 3 & 4 attend a breakout session.
	Event 5: 2:30- 3:30 PM	All groups finish tabling. Students begin to leave with their school and/or teacher on the buses.

3:30 PM - 3:45 PM	Closing	Thank you address from the fair chair to the participants and exhibitors remaining.
3:45 PM - 4:30 PM	Clean Up	Clean up space accordingly.

Highlights:

- Breakout sessions with tables and information
- The room is divided into sections based on subject area. Examples:
 - Postsecondary education, special postsecondary education programs
 - State agencies
 - Transportation services
 - Community-based organizations
 - Employment services/employment providers (job applications available)
 - Housing/residential facilities or programs
 - Daily living services, activities
 - Information for families, parents and caregivers
- Game: [GEAR UP MANOA - Home \(weebly.com\)](http://www.gearupmanoa.com)
- Use our Mock Interview Tips and Evaluation Documents

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Schedule Option 3 Template: Tables with Breakout Sessions and Keynote Speaker

TIME	ACTIVITY	EXPLANATION
7:00 AM - 8:00 AM	Set Up	Volunteers and facilitators arrive and set up the space according to the floor layout.
8:00 AM - 9:00 AM	Exhibitor Arrival	Exhibitors arrive, and volunteers check them in and show them to their tables.
9:00 AM - 9:30 AM	Welcome Address	Exhibitors are provided with a welcome address by the fair chair.
9:30 AM - 3:30 PM	Tabling and Breakout Sessions	Students arrive to visit the fair, according to the schedule set by the planning chair.
	Event 1: 9:30- 10:30 AM	Groups 1 & 2 visit the tables while groups 3 & 4 visit a breakout session of their choice.
	Event 2: 10:30- 11:30 AM	Groups 1 & 2 attend a breakout session of their choice while Groups 3 & 4 visit the tables.
	Lunch: 11:30 AM - 12:30 PM	A keynote speaker addresses students during lunch.
	Event 3: 12:30- 1:30 PM	Groups 1 & 2 attend a breakout session. Groups 3 & 4 attend a mock interview session or participate in a career game.
	Event 4: 1:30- 2:30 PM	Groups 1 & 2 participate in mock interviews or a career game. Groups 3 & 4 attend a breakout session.
	Event 5: 2:30- 3:30 PM	All groups finish tabling. Students begin to leave with their school and/or teacher on the buses.

3:30 PM - 3:45 PM	Closing	Thank you address from the fair chair to the participants and exhibitors remaining.
3:45 PM - 4:30 PM	Clean Up	Clean up space accordingly.

Highlights:

- Breakout sessions with tables and information
- Keynote speaker during lunch
- The room is divided into sections based on subject area. Examples:
 - Postsecondary education, special postsecondary education programs
 - State agencies
 - Transportation services
 - Community-based organizations
 - Employment services/employment providers (job applications available)
 - Housing/residential facilities or programs
 - Daily living services, activities
 - Information for families, parents and caregivers
- Game: [GEAR UP MANOA - Home \(weebly.com\)](#)
- Use our Mock Interview Tips and Evaluation Documents

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Schedule Option 4 Template: Keynote Speaker and Tabling

TIME	ACTIVITY	EXPLANATION
7:00 AM - 8:00 AM	Set Up	Volunteers and facilitators arrive and set up the space according to the floor layout.
8:00 AM - 9:00 AM	Exhibitor Arrival	Exhibitors arrive, and volunteers check them in and show them to their tables.
8:30 AM - 8:55 AM	Student Arrival	Students arrive and are escorted to the auditorium for the keynote address.
9:00 AM - 10:00 AM	Keynote Address	All attendees hear a keynote address.
10:00 AM - 12:00 PM	Tabling	Students arrive to visit the fair according to the schedule set by the planning chair.
12:00 PM - 12:15 PM	Closing	Thank you address from the fair chair to the participants and exhibitors remaining.
12:15 - 1:00 PM	Clean Up	Clean up space accordingly.

Highlights:

- Shorter timeframe than other optional schedules
- Keynote speaker to start the day
- The room is divided into sections based on subject area. Examples:
 - Postsecondary education, special postsecondary education programs
 - State agencies
 - Transportation services
 - Community-based organizations
 - Employment services/employment providers (job applications available)
 - Housing/residential facilities or programs
 - Daily living services, activities
 - Information for families, parents and caregivers