

TRANSITION FAIR

GOAL SETTING

- Determine whether the transition fair will be school-specific or county-wide
- Will the fair be career focused to accommodate the general education population too, or transition focused for students with disabilities?
- Determine the needs of students on the basis of student data
- Identify intended outcomes for students
- Inform teachers of ways to use the Transition Fair in IEP goals.

PRE- PLANNING

6-12 MONTHS
BEFORE

- Determine primary planning and organization personnel
- Establish possible dates
- Determine location (community-based or at the school)
- Identify target participants (whole school or specific grade levels)
- Identify primary contacts (school staff members)
- Develop initial budget (if needed)
- Will you offer lunch, dinner or snacks?
- Do you need any money to rent buildings?
- Do you want to hand out door prizes to those who attend?
- Will you need a gift for any vendors or speakers?
- Identify additional personnel needed for planning (ex: transition specialist, special education teacher(s), administration, general education teacher(s) and/or agency personnel)

ONGOING PLANNING

4-5 MONTHS
BEFORE

- Refine budget if needed
- Begin schedule development for day of fair
- Determine the schedule and layout of the fair
 - Tables/booths
 - Keynote address at the beginning or end
 - Breakout sessions during the fair
- Identify and invite content experts and community members
- Make initial phone contact with exhibitors: Agency, employer, educational, business, vendor and recreational activity representatives
- Confirm fair location
- Set up menu and delivery itineraries (if you are serving a meal)
- Develop registration – online and/or paper
- Send save-the-date notices to school, community and vendors

ONGOING PLANNING

4 - 5 MONTHS
BEFORE
CONTINUED

- Create final draft of schedule of events
 - Don't forget to send the final draft to all the key stakeholders!
 - Send registration information
 - Provide advice/tips for how teachers should prepare their students
 - Have students begin practicing attending the fair (what building they'll be going to, how to talk to vendors, how to shake a hand, how to present a résumé to a potential employer)
 - Create transition fair evaluations (see additional template to guide you)
 - Discuss attendance incentives for teachers and students based on the target attendees
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ONGOING PLANNING

3 MONTHS
BEFORE

- Confirm all participants
- If having individual sessions or a keynote speaker: Arrange facilitators for presenters and monitors for breakout rooms
- Prepare PowerPoint slides and flip charts
- Assign students to groups for breakout sessions based on interest, and provide their teacher or case manager with this information
- Order supplies (e.g., labels, folders and/or door prizes)
- Arrange video recording, streaming capabilities and/or photography as needed
- Notify teachers of attendance incentives for teachers and students
- Invite superintendent, directors and school board members to attend fair
- Confirm menu and food delivery itineraries
- Re-confirm schedule of events and post on website
- Re-confirm all presenters, exhibitors and participants
- Create floor plan, including information table and table for excess materials
- Have a sensory-friendly area for students who may need to calm down from over-stimulation
- Finalize and print organizational materials
- Finalize and print programs
- Print evaluations for students, parents, teachers, presenters and exhibitors
- Call for and collect presenter handouts
- Finalize and print community and employer list
- Designate volunteers for day-before-fair and day-of-fair jobs
- Announce fair in community calendars in local media: Radio, newspaper, television and websites

FINAL PLANNING

FOUR WEEKS TO
ONE DAY BEFORE

- Send pre-fair press release
- Assemble information packets for students, families, presenters, exhibitors and facilitators
- Create and print breakout session designations and place them in the appropriate folder
- Confirm attendance numbers and other details with facility staff
- Confirm attendance numbers and other details with schools and administrators if fair is county-wide
- Send list of student expectations to teachers, so they may share with students.
Note: Expectations can be shared four to five months ahead of the fair (see above) so students can practice sooner if they need more preparation time

DAY OF THE EVENT

IMPLEMENTATION

- Confirm volunteers are in their stations
- Confirm tables are arranged according to the floor plan
- Confirm that all equipment is in place for any keynote addresses or breakout sessions (if applicable)
- Confirm deliveries of food items
- Confirm vendors are at the right tables
- Maintain timeline of events

AFTER THE EVENT

EVALUATION

- Debrief with planning team
- Send post-fair press release
- Recognize community participants by letter of thanks and community announcements
- Compile, analyze and review evaluation data
- Report to stakeholders: Budgeted and actual spending, attendance of students and parents/guardians and participant outcomes
- Start planning next year's fair

Guidance for this document provided by resources from NSTTAC