

## TRANSITION FAIR: 3-MONTH PLANNING AGENDA

AGENDA ITEMS	NOTES
Planning - Registration Process - Exhibitors - Theme - Space - Fair Set-Up (tables, keynote, breakout sessions) - Date	*Confirm date and space
Volunteers	*Send out registration form
Student Input (transition planning needs)	*Send out registration form
Advertising	
Teachers and Administration	*Send out registration form *Prep students for the fair
Committees:	- Volunteer - Exhibitor - Planning - Advertising - Coordinator