

## TRANSITION FAIR: 1-MONTH PLANNING AGENDA

AGENDA ITEMS	NOTES
Planning - Registration Process - Exhibitors - Theme - Space - Fair Set-Up (tables, keynote, breakout sessions) - Date	*Re-confirm date and space
Volunteers	*Confirm volunteers
Student Input (transition planning needs)	*Confirm student attendance
Advertising	
Teachers and Administration	*Confirm teacher attendance *Prep students for the fair