



# CAREER DAY your way P L A N N I N G

Use this planning form to organize your career day activities.

Career Day Your Way: Follow up

Coordinator's Name: \_\_\_\_\_

Coordinator's Email: \_\_\_\_\_

\_\_\_ 1. Top 3 Goals for Career Day:

1. Items needed to be set up:

\_\_\_ Chairs # \_\_\_\_\_ Place \_\_\_\_\_

\_\_\_ Tables # \_\_\_\_\_ Place \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_



\_\_\_ 2. Total Time for Career Day: \_\_\_\_\_



Begin time: \_\_\_\_\_ End time: \_\_\_\_\_

Supplies needed:

\_\_\_ 3. Career Day Activities:

\_\_\_ Classroom Activities      \_\_\_ Activities outside of the classroom

\_\_\_ Guest Speakers      \_\_\_ Parent Speakers  
\_\_\_ Live Demonstrations      \_\_\_ Written Activities  
\_\_\_ Field Trips      \_\_\_ Games  
\_\_\_ Computer Activities      \_\_\_ Hands on activities  
\_\_\_ Videos      \_\_\_ Contests

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Guest Speakers: Yes No

Name      Contact # or email address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ 4. Rooms needed? Yes No

\_\_\_ Auditorium      \_\_\_ Gym  
\_\_\_ Cafeteria      \_\_\_ Computer Lab  
\_\_\_ Other



Room number \_\_\_\_\_ Reserved for Date: \_\_\_\_\_

Time: \_\_\_\_\_ Approved by: \_\_\_\_\_

Room number \_\_\_\_\_ Reserved for Date: \_\_\_\_\_

Time: \_\_\_\_\_ Approved by: \_\_\_\_\_

Room number \_\_\_\_\_ Reserved for Date: \_\_\_\_\_

Time: \_\_\_\_\_ Approved by: \_\_\_\_\_

Room number \_\_\_\_\_ Reserved for Date: \_\_\_\_\_

Time: \_\_\_\_\_ Approved by: \_\_\_\_\_

Deadline to complete this sheet: \_\_\_\_\_

Completed by: \_\_\_\_\_ date: \_\_\_\_\_

# CAREER DAY your way

## Themes

### Elementary Career Day Themes:

\_\_\_ **On the Go!**  
Transportation Careers



\_\_\_ **Helping Others**  
Social Sciences, Health, Education

\_\_\_ **Out of this world**  
Science, Space, Weather, Flying

\_\_\_ **911**  
Medical Personnel, EMTs, Police,

\_\_\_ **Land to Sea**  
Jobs on land and/ or water



\_\_\_ **Work it Out!**  
Outside jobs

\_\_\_ **What's your number?**  
Math, Science, Construction, Health  
(jobs working with numbers)

\_\_\_ **What hat do you wear?**  
Jobs that wear hats (chef,  
Firefighter, construction)



\_\_\_ **At your service...**  
Service Careers  
Military, Hotel, Restaurant,

\_\_\_ **Working with Animals**  
Veterinarian, riding instructor, pet  
shop, dog trainer, dog groomer,  
breeder, kennel owner,

### Middle and High School Themes:

\_\_\_ **Military Careers**

\_\_\_ **Careers with an Associate's Degree**

\_\_\_ **Careers with a Bachelor's Degree**

\_\_\_ **Careers with a Master's Degree**

\_\_\_ **Summer/ Volunteer Jobs**  
(Habitat for Humanity, Local animal shelters,  
Peace Corps, etc.)

\_\_\_ **Jobs in Career Clusters**  
(Use the Y @ ÜÄÑ interest results to  
determine Á @ your students Interests are Ä  
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\_\_\_ **Jobs in Math and Science**

\_\_\_ **Jobs in Sports and Entertainment**  
Sports Therapist, Coach, Camera Man, Re-  
porter, Actor, Actress, Set Designer,  
Makeup Artist, Director, Writer

\_\_\_ **Jobs working with people:**  
Education, Health Careers, Service  
Careers

\_\_\_ **Working Outside:**  
Forestry, Environmental Jobs, Science,  
Sports Careers, Construction

\_\_\_ **Computer and Technology  
Careers:** Invite local training /  
certification companies such as  
Cisco, Microsoft, etc.

