**SAMPLE SCHEDULE**

This schedule is best suited for employers with multiple departments and/or large-scale facilities, such as hospitals, manufacturing plants, or airports.

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| **9:00 a.m.** | Student Arrival Allow time for parking/bus drop off and getting to the space. Make sure everyone knows where the restroom is- give everyone a chance for a bathroom break to limit interruptions. |
| **9:15 a.m.** | Introductions and PresentationsIntroduce yourself and anyone else they are going to be interacting with. If there is any safety equipment or identification that students need to have with them for the day, such as a hard hat or a visitor badge, this is a great time to ensure everyone has those. If you plan to have some sort of media presentation, it is best to complete this early into the visit to best keep your visitors’ attention. |
| **9:45 a.m.** | Tour of FacilitiesIf able, bring the students around the facility so they can grasp the whole picture of your organization’s scope of work. Allow them to talk to people in different departments, and to ask any questions they may have. The tour may take a big portion of the visit for large locations. |
| **11:15 a.m.** | LunchWhile this time may seem too early for lunch, students are used to eating pretty early into the school day. While most schools can provide a bagged lunch for students, they will always appreciate some sandwiches or pizza provided by the employer. Plan ahead of time where students will eat, and ensure it is clean, comfortable to sit, and has access to restroom facilities. |
| **12:00 p.m.** | Engaging ActivityIt can be hard for students to refocus after lunch. Avoid PowerPoints or other “Sit and Learn” activities; instead, allow them to try something hands-on, or complete an interactive activity such as Bingo or Jeopardy.  |

| **1:00 p.m.** | DepartureSchools often prefer to arrive and depart earlier in the day- school buses are difficult to secure, and this allows for drivers to return in time for dismissal. If comfortable, allow students to take your contact information. Many won’t reach out, but it allows students that are interested in your field to keep in touch with you. |
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