



Workforce Readiness Symposium Check List

Team

Tyra _____ Sonia _____
 Leah _____ Sr. Janice _____

FIRSTS

- Key Note Speaker
- Location
- Sessions
- Presenters
- Resources

PARTNERS

- | | | |
|-------------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Education | <input type="checkbox"/> Services | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Government | <input type="checkbox"/> | <input type="checkbox"/> |

PUBLICITY

- | | | |
|--|--------------------------------|---|
| <input type="checkbox"/> Press Release | <input type="checkbox"/> Flyer | <input type="checkbox"/> Community Outreach |
|--|--------------------------------|---|

Student Participants

- Skit 1 Skills to Pay the Bills pg. 21-22
- Skit 2 Skills to Pay the Bills pg. 46-52
- Fashion Show

Community Partners

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Room Set Up

- | | | | |
|-----------------------------------|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Projector | <input type="checkbox"/> Microphone | <input type="checkbox"/> Table cloths |
| <input type="checkbox"/> Pens | <input type="checkbox"/> Raffle Tickets | <input type="checkbox"/> Give Aways | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Water | <input type="checkbox"/> Lunch | <input type="checkbox"/> Table Tents | <input type="checkbox"/> |