

# 2019 Career Expo Activity Sheet

This year's Expo will take place Sept. 24-26 at the Olde Dominion Agricultural Complex in Chatham, VA.

This form is designed to provide the Expo planning and logistics team the details surrounding your proposed activity for the Career Choice Youth Expo. The information provided herein will be used to list/describe your activity to student & community attendees AND provide you with the necessary supplies, equipment, and space to help ensure your activity is a success.

Please be as detailed in your responses as possible. (Should you have any questions please contact [jessie.vernon@ialr.org](mailto:jessie.vernon@ialr.org).)

You cannot save your form responses to come back to at a later time; once you begin your submission you'll need to fill it out in its entirety. A preview of the form is available on the Career Expo website: <http://www.sovacareerchoice.org/event-participation>.

DEADLINE FOR ACTIVITY SUBMISSIONS- Aug. 2nd.

\* Required

**1. Crew Chief Name(s): \***

This(these) person(s) is(are) responsible for the activity- ensuring all necessary equipment/supplies are present & that adequate staffing/scheduling is arranged to "man" the activity during Expo hours (Sept. 24: 4-7pm; Sept. 25 & 26: ~ 8:45am-2:30pm).

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**2. Organization(s): \***

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## Contact Information:

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**3. Email: \***

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**4. Phone: \***

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**5. Street Address Line 1 \***

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**6. Street Address Line 2**

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**7. City \***

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**8. State \***

*Mark only one oval.*

- Virginia
- North Carolina
- Tennessee

**9. Zipcode \***

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**Activity Details:**

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This information will be used to produce the Activity Map for the event. This map will be provided to students before their visit to help them plan their day & the activities they'd like to participate in. Community attendees at the Expo in the Evening will also receive the Activity Map to help them navigate the event.

\*Your activity should take no longer than approximately 5 minutes to complete.\*

**10. Activity Title/Name (this will be listed on the Activity Map as entered here): \***

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**11. Brief Activity Description: \***

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**Space Requirements:**

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Approximately 4,000 students will attend the Expo over the two student days; we recommend being prepared to interact with approximately 2,000 students directly through your activity. Please consider these numbers when gathering, purchasing, or requesting supplies.

If you can provide multiple "stations" with the same activity to optimize the number of students that can participate in your activity that is fantastic! Please request the space, tables, chairs, etc. you'll need for the number of stations you can provide and make note of the number of stations you'll be providing with the same activity in the "Additional Details" section below.

12. **A Standard Space is a 10 ft x 10 ft area with one 8 ft folding table & two folding chairs (no electrical access). \***

Please indicate if a standard space will meet your activity requirements.

Mark only one oval.

Yes, a standard space (as described above) is all we require. \*Please note this does not include electrical access. If you need electrical access choose "No" and request electrical access in the following section. *Skip to question 24.*

No, our activity requires additional space, tables, or electrical or water access.

## Space Requirement Specifications:

13. **Do you need electrical access? \***

Mark only one oval.

YES\*Please indicate the number of electrical outlets you need below & any special requirements (special voltage, etc). If at all possible, please request the fewest number of outlets possible and plan to bring a surge protector, etc. if you'll need numerous "plug ins".

NO

14. **Number of electrical outlets needed:**

Mark only one oval.

1

2

3

15. **Please describe if you have any special electrical requirements (voltage, non-standard outlet, etc.).**

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16. **Do you need water access? \***

Mark only one oval.

YES\*Please indicate the type of access you'll need below.

NO

17. **What type of water access do you need?**

I.E "access to a sink or pumps to fill containers"  
or "connection/hookup to run 'X'"

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18. **Does your activity require additional space? \***

(more than 10 ft x 10 ft)

Mark only one oval.

YES\*Please indicate the necessary space below

NO (10 ft x 10 ft is sufficient)

19. **If 10' X 10' is not sufficient, How large a space does your activity require?**

" \_\_\_\_\_ ft x \_\_\_\_\_ ft"

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20. **Do you need additional tables? \***

One is included by default unless you indicate otherwise.

*Mark only one oval.*

- YES\*Please indicate the number of additional tables required below.
- NO (one table is sufficient)
- We don't require ANY tables.

21. **If you require additional tables, how many do you need?**

One is already included; the number below is ADDITIONAL needed.

*Mark only one oval.*

- 1
- 2
- 3

22. **Do you need additional chairs? \***

Two are included by default, unless you indicate otherwise.

*Mark only one oval.*

- YES\*Please indicate the number of additional chairs required below
- NO (two chairs are sufficient)
- We don't require ANY chairs.

23. **If you require additional chairs, how many do you need?**

Two are already included; the number below is ADDITIONAL needed.

*Mark only one oval.*

- 1
- 2
- 3

## Equipment & Supply Needs:

**24. Will your organization be providing all the necessary equipment & supplies for this activity? \***

\*Note: You are responsible for ensuring that any necessary safety precautions for your activity are taken (gloves, eye protection, hard hats, etc.). Please ensure that you provide these items for your activity or that they are requested from the Expo planning team below.

*Mark only one oval.*

YES, our organization will provide all the equipment and/or supplies for this activity. We do not need any of these items to be furnished by the Expo Planning Team.

NO, our organization cannot provide all the equipment and/or supplies for this activity.

\*Please list the needed items in the question below.

**25. \*\*Answer this question ONLY if you replied NO to the question above regarding equipment & supplies.**

We need the Planning team to provide the following items. (Please be as detailed as possible. Include things like special equipment- projector, cones, laptops or consumables- paper, pencils, nails, popsicle sticks, etc.) Please include the quantities required. Please note that based on the cost of these items and available funding the planning team may not be able to purchase all requests. We will make every effort to accommodate.

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## **Activity Details:**

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Please give this section careful consideration.

**26. Please address any special considerations your activity/equipment might require:**

- Does your activity produce quite a bit of noise? or will you have elements (animals, etc.) that need to be removed from loud noises? - Are you bringing a vehicle? - Will you be running equipment that needs ventilation/exhaust? - Do you need to be near an exit (to get equipment in and out overnight)? - Will you be offering multiple stations with the same activity? - Are there other related activities you would like to be located near? Please provide any other additional details you think might be important to help you optimize your activity & your Expo experience. (We will do our best to honor all requests, but please keep in mind that some requests may not be possible.)

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## **Activity Capacity:**

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**27. What is the approximate number of students this activity can accommodate at one time? \***

Include all stations, if providing multiple stations for the same activity.

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