

2022 Career Expo Activity Form

New this year we are hosting TWO sister events at two different event locations to increase the number of students we are able to serve.

The WEST (Original) event (held at the Olde Dominion Agricultural Complex in Chatham, VA) will take place Sept. 28 - 29

Attended by the middle and high schools in Danville & Martinsville and the counties of Halifax, Henry, Patrick, and Pittsylvania.

The EAST event (held at the Kirby Field House, Hampden Sydney College in Farmville, VA) will take place Sept. 21 - 22.

Attended by the middle and high schools in Brunswick, Buckingham, Charlotte, Cumberland, Lunenburg, Mecklenburg, Nottoway, and Prince Edward counties.

As always, there is no cost to participate. Businesses may participate at one or both event locations.

This form is designed to provide the Expo planning and logistics team the details surrounding your proposed activity. The information provided herein will be used to list/describe your activity to student 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.)

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>.

The DEADLINE FOR ACTIVITY SUBMISSIONS are:

- August 16- if you want to have your logo included in the Career CHOICE booklet (booklets are given to every child/family in each of the participating grade levels, 7,500+ booklets).

-August 29- if you want to have your activity listed on the students' event map

(Activity submissions can be made after these dates, but your organizations logo will not appear in the Career CHOICE booklet as a participant, your activity will not be listed on the Activity Map and we may not be able to provide you with all of your space requests (i.e. amount of space, electrical access, etc.).)

* 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.

2. Organization(s): *

Contact Information:

3. Email(s): *

4. Phone: *

5. Street Address Line 1 *

6. Street Address Line 2

7. City *

8. State *

Mark only one oval.

Virginia

North Carolina

Other: _____

9. Zipcode *

Event Participation

10. My organization wishes to participate in the

Mark only one oval.

EAST Event, Sept. 21-22, at the Kirby Field House, Hampden Sydney College in Farmville, VA

WEST Event, Sept. 28-29, at the Olde Dominion Agricultural Complex in Chatham, VA

BOTH the EAST and WEST events.

Activity

Details:

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.

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

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

12. Brief Activity Description: *

Space Requirements:

Approximately 4,000 students will attend the Expo in Chatham and approximately 2,200 will attend the Expo in Farmville; we recommend being prepared to interact with approximately half of the attending 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.

13. 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:

14. Do you need electrical access? *

Mark only one oval.

YES*Please indicate any special requirements below (special voltage, etc). Plan to bring a surge protector, extension chord, etc. if you'll need numerous "plug ins".

NO

15. Please describe if you have any special electrical requirements (voltage, non-standard outlet, etc.). *We'll reach out to the venue to see if we can accommodate.

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'"

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"

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.

Activity Details:

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.)

Activity Capacity:

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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