



CatCrew Works Trade School & Career Fair

When: Thursday November 21, 2024
Make-up Date Thursday December 4, 2024

Where: Rockbridge County High School Gymnasium

Time: 9:00 a.m. - 12:30 p.m.

Goals of Event:

- Students connect and learn more about universities/colleges/trade schools, career pathways and local businesses.
- Students learn of employment opportunities
- Businesses showcase employment opportunities
- Students learn to network with employers and universities/colleges/trade schools
- Universities/colleges/trade schools and businesses are provided the opportunity to network with each other and with teachers/staff.

Your Role:

- Trade schools are invited to share requirements to apply and also to educate what defines a trade school. It is encouraged for schools to bring an informational flyer for students to take containing important information about programs, admissions, etc.
- Other universities/colleges are invited to share requirements to apply and also to educate what defines a trade school. It is encouraged for schools to bring an informational flyer for students to take containing important information about programs, admissions, etc.
- Local businesses are encouraged to bring information about current employment needs. This can be a flyer containing salary information, benefits package, requirements to apply, work hours, and any other information. A signup sheet for more information about your business or to set up a time to chat more is suggested to have a record of student information.
- An interactive display is encouraged since it invites individuals to learn more about your organization. If you need ideas please do not hesitate to reach out.
- We are asking if participating groups would consider donating a door prize item for a drawing. Students will receive a bingo card to take to vendors they visit for a stamp that will be provided. Students will turn in cards as they leave to participate in the drawing.

How to Be a Part?:

Complete the information form and return it to Robyn Sherman no later than **November 1, 2024**. You can email, fax, or mail the form making sure to put it to the attention of Robyn Sherman. If you have any questions, please feel free to reach out.

Phone: 540-463-5555 (w) 540-784-6209 (C)

Fax: 540-463-6152

Email: robyn_sherman@rockbridge.k12.va.us

Address: Rockbridge County High School

Attn: Robyn Sherman

143 Greenhouse Rd

Lexington VA 24450



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Arriving before November 21, 2024:

- If you plan on arriving early and will be looking for hotel accommodations, places to visit, or food establishments use the link below to browse the choices in our area.
<http://business.lexrockchamber.com/list/>
- If you need further information please do not hesitate to reach out.

Plan of Action for November 21, 2024:

- Arrive at Rockbridge County High School 8:00 AM the morning of the event
- For those who wish to set-up the evening before, time will be provided after 8:00 p.m. in the gym or outside if you are wanting to set-up there.
- Parking will be provided at the gym side of the school which is located beside Memorial Stadium. Signs will be located where to turn.
- Report to the gym ticket entrance to check-in at the designated table. Look for the sign that will say “Event Registration”.
- Once you check-in, you will receive your location and a copy of the schedule. Student ambassadors will be available to help carry in items if needed.
- Participating schools include Rockbridge County High School and Parry McClure High School.
- A Hospitality table will be provided with light refreshments, tea, lemonade, coffee and water.
- Please be sure to complete the evaluation sheet before leaving to help us improve before next year’s event.

Schedule of Events Career Fair 2023-2024

Description	Time
Vendor Set Up	Night before or 8:00 a.m. the next day
1st group of attendees 10th grade Maury River Middle School (FCS 7th/8th Graders)	9:00 - 9:40 (40 minutes)
2nd group of attendees 12th grade	9:50 - 10:35 (45 minutes)
3rd group of attendees 9th grade	10:45 - 11:25 (40 minutes)
4th group of attendees (PMHS)	10:45 - 11:25 (40 minutes)
5th group of attendees 11th grade	11:35 - 12:15 (40 minutes)
Take Down	12:15 - 1:00 (45 minutes)



CatCrew Works Trade School & Career Fair Registration Form

Complete the information below if you would like to participate no later than **November 1, 2024**. You can scan the QR code to register or this form can be emailed, faxed, or mailed to Robyn Sherman using the information below:

Fax: 540-463-6152

Email: robyn_sherman@rockbridge.k12.va.us

Address: Rockbridge County High School

Attn: Robyn Sherman

143 Greenhouse Rd

Lexington VA 24450

Name of Trade School, University/College or Business:

Name of Trade School, University/College or Business Contact:

Best number to reach contact person:

Fax Number:

Best address to send correspondence:

Please check all set-up needs that you will have the day of the event:

_____ Table(s) How many? _____

_____ Chair(s) How many? _____

_____ I would like to set up the night before

_____ I will bring my own tablecloth

_____ Electrical (You will need to provide any electrical cords, computers, projectors or other technological needs)

Please list any food allergies below:

Google Form Link: <https://forms.gle/vNWzwwh8HFkADaXJA>

QR Code:

