



## Planning your Inspiring the Future event checklist for Schools and Colleges

We have put together a checklist for you to make planning an Inspiring the Future event at your school as simple as possible.

### In advance of the event

#### Essential steps

- Set a date and time for your talk with the volunteer. This can be done with finer logistics confirmed nearer the date of the talk.
- Tell the volunteer the format for your event e.g. is it just them doing a classroom talk or is it 10 volunteers doing career speed networking?
- Discuss your expectations with the volunteer, what you are hoping to gain from the interaction between the volunteer and your students, whilst also finding out what your volunteer is happy to speak about.
- Provide an email/ phone number for the contact teacher in case of issues on the day.
- Prepare your students for the session by briefing them about the volunteer (s) and their jobs/ sectors in advance.
- If the students are expected to ask questions, it may be helpful to provide them with sample questions – examples can be found on the Inspiring the Future Resources page.

Inform the volunteer of the cohort they will be addressing;

1. size of the group
2. their age
3. level of prior subject knowledge

Inform students who is coming including;

1. their job title
  2. the company and the industry sector
  3. objective of the volunteer visit
- Prepare the students for a Q&A session.
  - Ask the volunteer if they need car parking space.
  - Ask the volunteer if they need any adjustments such as wheelchair access.
  - Send a confirmation email one week before the event, confirming the exact details and “joining instructions”.

### On the day of your event

- Ensure someone is allotted to greeting the volunteer and making them feel welcome. Ask if they would like a cup of tea and show them where the toilets are. The simple stuff is important to make volunteers feel valued, especially because they are giving up their time for free.
- Ensure that the volunteer is introduced to the student by their correct name and job title.
- Ensure that the students have been briefed about the volunteer's job role and have prepared questions to ask.
- Set up the room in advance of session so everything is ready when volunteer arrives (e.g. IT facilities).
- Ensure a teacher is present during the session to manage behaviour.
- Ensure that volunteers know not to give their business cards or contact details to individual students. Instead volunteers can give their cards to the teacher to arrange follow up activities such as work experience.
- Ensure that volunteer is thanked and escorted to the reception at the end of their visit.
- Send a post event 'thank you' email and maybe share some positive feedback from students.