



Worlds of Opportunity Career Expo Activity Form

The Worlds of Opportunity Career Expo will take place October 20 & 21 at Central Virginia Community College in Lynchburg, VA.

The purpose of this expo is to help fill the workforce needs in this region by creating awareness about exciting career options among students and educators. The event will feature “zones” or industry sectors, that students explore through exciting activities. As a participating exhibitor you are responsible for organizing an activity that promotes engagement with students while sharing your passion for the profession.

Each student group will have 15 minutes per zone. We anticipate 10-15 booths per zone. To get the most engagement, activities should be limited to 2-4 minutes and have the ability to engage about 15 students at a time.

This form is designed to provide the Expo planning and logistics team the details surrounding your proposed activity for the Expo. The information provided herein will be used to describe your activity to students AND provide you with the necessary supplies, equipment, and space to help ensure your activity is a success.

The four zones are as follows:

- **Zone 1:** Transportation, Energy/Utilities, Public Safety, Construction, Agriculture (**outside under large tents**)
- **Zone 2:** Manufacturing, Automotive/Logistics, Engineering/Environment
- **Zone 3:** Financial/Financial Services, Retail/Customer Service, Hospitality/Tourism, Marketing/Communications (**outside under large tents**)
- **Zone 4:** Healthcare/Medical, Technology, Human Services, Education

NOTE: While SWAG and giveaways are allowed, food and candy are prohibited. Focus should be placed on a hands-on activity for the student to experience your profession. To get a great idea of what we mean by “interactive and hands on” please visit YouTube and watch the video clip below BEFORE submitting an interactive activity idea.

<https://www.youtube.com/watch?v=34C9bWdxn5k>

Please be as detailed in your responses as possible. Should you have any questions, please contact: Tori Gilmartin at tgilmartin@LynchburgRegion.org.

IMPORTANT DATES:

Tuesday, August 19th 2:00pm – 2:30pm: [ZOOM](#) info Session - We'll cover what to expect, how to plan a successful activity, and how to collaborate with others in your sector. You'll also get tips, examples, and the chance to ask questions. Email Tori Gilmartin at tgilmartin@lynchburgregion.org to RSVP.

Friday, October 3rd: DEADLINE FOR ACTIVITY SUBMISSIONS.

* Required

1. **Organization/Company:** *
2. **Crew Chief Name:** * This person is responsible for the activity by ensuring all necessary equipment/supplies are present, and that adequate staffing/scheduling is arranged to "man" the activity during Expo hours **8AM – 2PM each day.**
3. **Email:** * **Phone:** *
4. **Street Address Line 1** *
5. **Street Address Line 2**
6. **City** * **State** * **Zip Code***
7. **What is the value of the equipment and supplies you will be bringing to the Expo?**

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 and the activities they'd like to participate in. **Your activity should take no longer than approximately 4 minutes to complete.**

7. **Activity Title/Name** (this will be listed on the Activity Map as entered here): *
8. **Detailed Activity Description:** *

SPACE REQUIREMENTS:

Approximately 3,000 students will attend the Expo over two days. We recommend being prepared to interact with approximately 10-15 students directly for each activity. Please consider these numbers when gathering, purchasing, or requesting supplies.

You may provide multiple "stations" with the same activity to optimize the number of students that can participate in your activity. In the Additional Details section below, please request the space, tables, chairs, etc., and the number of stations you will be providing with the same activity.

SPACE REQUIREMENT SPECIFICATIONS: A standard space is a 10 ft x 10 ft area with one 6 ft folding table & two folding chairs. If needed, you can request an additional table and two folding chairs for \$25 each or bring your own.

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

Yes

No

10. Does your activity require additional space? Will you have more than one activity station? If so, how many?

If 10' X 10' is not enough, how large a space does your activity require?

ft. x ft.

11. Do you need additional tables and chairs provided (\$25 each)? * One table and two chairs are included by default unless you indicate otherwise.

Yes

No

If yes, how many?

12. Do you need access to electricity? If yes, you will need to provide a 50ft. 120v extension cord. An extension cord will **not** be provided.

Yes

No

13. Please describe the equipment that will be utilizing electricity (voltage, nonstandard outlet, etc.).

NOTE: Your organization must provide all the necessary equipment & supplies for your activity. You are responsible for ensuring that any necessary safety precautions for your activity are taken (gloves, eye protection, hard hats, etc.) and that you provide these items for your activity.

ACTIVITY DETAILS:

14. Does your activity produce quite a bit of noise?

Yes

No

15. Will your activity produce fumes or sparks of any kind?

Yes

No

16. Please indicate any applicable restrictions for your activity (Check all that apply):

☐ Must stay near an exit at all times

☐ Must remain on the first floor due to size/weight limitations

☐ Must be conducted indoors to avoid exposure to weather elements (**Applicable for Zones 2 & 4 only**)

☐ Other: _____

17. Please address any other special considerations your activity/equipment might require:

ACTIVITY CAPACITY:

18. 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.)

19. 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.)