Sacramento State Nursing Career Fair

1. Step by Step in how to set it up
	1. Pick a date: I felt it was most important trying to settle on a date before doing anything else. I asked students and consulted with Dr. Bridget Parsh on dates that would work, and narrowed it down to a specific date.
	2. Book a room and time: I did this before sending out invitations or notices in order to have the information available to potential employers and recruiters. I worked with Dr. Bridget Parsh and Heidi Travis on narrowing down a date and time.
	3. Email contacts: I had a list from previous coordinators, but I also contact Dr. Parsh and enlisted the help of my committee. They went to ask organizations and employers they know as well as hospitals. One of the biggest aids was our AAMN chapter at Sacramento State, who also had a wide list of contacts to utilize. I contacted hospitals through their HR departments by calling them. I talked to professors for suggestions on contacting local agencies. I included a link to a Google form for those interested to fill out and compile information.
	4. Request volunteers: I sent out a message so people interested in helping out on the date could organize their schedules. I included around 5 spots for a 2 hour shift, another 5 for a later 2 hour shift, and around 7 people to bring food. The shifts included setting up the room and cleaning it afterwards. Volunteers were members of both CNSA and Men in Nursing.
	5. As the date got closer and more RSVPs came, I made sure to ask Heidi about parking passes and making sure we had enough.
	6. Messages were sent across the nursing school about the career fair, the date, time, and purpose.
	7. On the day of the event, all the volunteers showed up at the required times. We set up the room to allow each agency to have their space by having a large circle of tables on the outer edge of the room with small breaks between, and also two smaller circles in the center. When agencies came, we greeted them, and allowed them to pick their spot.
	8. During the fair, we made sure, as volunteers, to visit every booth to get to know them and open dialogue with them. Some volunteers also went around the nursing school to advertise the fair even more.
	9. When the fair ended, we thanked all the agencies for coming and told them information for career fairs in the future. Then we reorganized the room and cleaned up.
2. Contact information if you have any questions:
	1. Personal email: riz992@yahoo.com
	2. CNSA email: cnsa.csus.mentor@gmail.com (I won’t have access to this at the end of the year however).
3. Pictures



