



**1<sup>st</sup> ANNUAL SCHOOL DISTRICT 83 & WORKBC JOB & CAREER FAIR**

**Event Details**

**Date:** Tuesday, March 11, 2025

**Time:**

8:00 am to 9:00 am – Set Up

9:00 am to 2:00 pm – Job & Career Fair

9:30 am to 1:30pm – Presentations

12:00 pm to 1:00 pm – Lunch Available

2:00 pm to 3:00 pm – Tear Down

**Location:** SASCU Recreation Centre - Auditorium

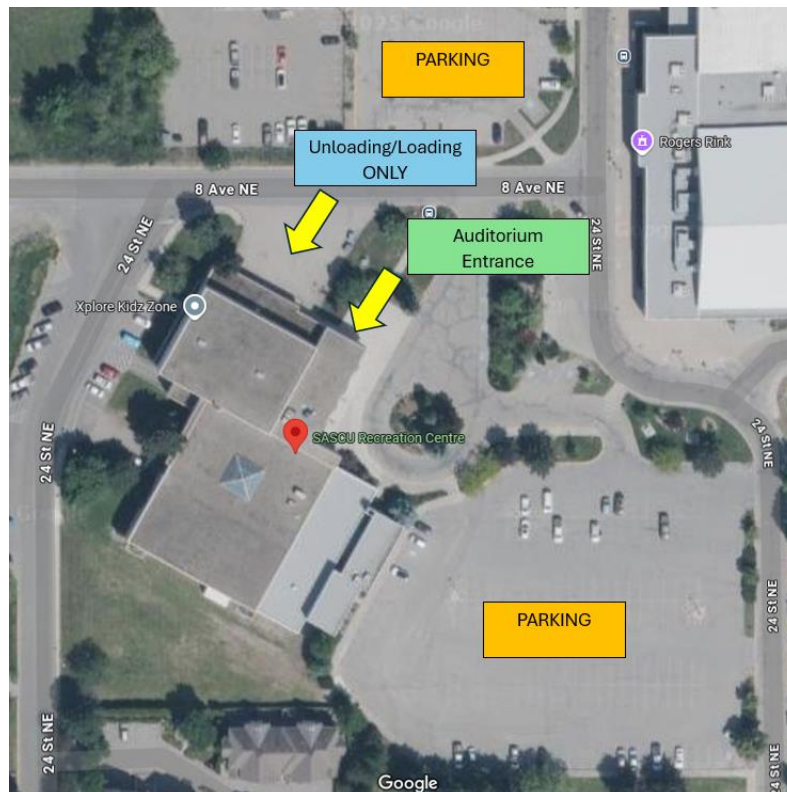
**Address:** 2550 10 Ave NE, Salmon Arm BC V1E 2S4

**Cost:** Free

## **Arrival and Setup:**

## **Unloading/Loading and Parking:**

See picture below. Note the unloading/loading ONLY zone. Please be mindful of timing and space as there will be several vehicles that need to unload and load in a short amount of time. Please DO NOT park here, park as indicated.



## **Check In:**

Please see WorkBC staff member at the Auditorium Entrance to check in. We will provide you with your table number, agenda, and meal voucher.

## **Table Setup:**

- Each organization is provided with an 8 ft. long table and the number of chairs to match the number of registered attendees. There will be extra chairs available if you wish to setup for on-the-spot interviews.
- Please bring: **Power cord/extension cord if you requested power**
  - Other items you may want to bring: tablecloth, promotional materials or displays, applications forms, job postings, banners, swag/candy
- Free Wi-fi is available to connect to: RogersOpen – *no password*



## **Event Expectations:**

### **Attendees:**

- This event is open to students and the general public, with a mix of job seekers and those exploring career resources.

### **Table Coverage:**

- Please ensure someone is at your table at all times, if possible.
- In the case that you must leave your table unattended, please keep a static display up for the whole time and provide contact information or a resume acceptance box to drop resumes.

### **Presenter Slots:**

- If you signed up to present, you will be given your time slot one week before the event.
- Presentations will be **no longer than 15 minutes**. There will be a presentation setup in the foyer including a projector screen, a table, and a laptop with a USB port.
- Please arrive 5 minutes before your presentation time to setup.

### **Meals and Breaks:**

- Lunch will be provided by the Shuswap Pie Company and will be available in the boardroom, adjacent to the foyer, from 12:00pm to 1:00pm. Please present your meal voucher provided to you to receive the meal that was ordered upon registration.
- Please bring your meal back to your table to eat, as there is limited space in the boardroom.
- Washrooms are available beside the boardroom.

### **Tear Down:**

- The event concludes at 2:00pm – Please DO NOT leave before this time.
- Please help by **putting away your table and chairs** before leaving – we will have staff to help as well.
- Remember to take everything you brought with you!

If you have any questions, please feel free to contact me at [Ashley.Scalet@wcgservices.com](mailto:Ashley.Scalet@wcgservices.com) or (250) 804-4770 ext 1709.

*\*I will have my work cell on the day of the event so I can be available to receive texts or calls if there are any last-minute questions. My work cell number is (250) 833-6841.*