Logo

Description automatically generated with medium confidence Food & Beverage Course Checklist

# Event & Marketing

Submit Event request to reserve space if needed

Plan for multiple recruiting tables, one registration table and any audio-visual needs for lab day

Walk thru of space with team

Request Formstack/QR code for student interest (college)

Request Flyer from Innovation Center Team

Submit local media request to posts on social media, press release, radio, tv stations, newsletters, etc.

Facebook, Instagram, Twitter, LinkedIn, etc.

Promote via Career Center, Chamber of Commerce, local industry associations, local businesses

Invite area businesses to participate to support their workforce needs, give them a time to attend the lab around 1 hour to present their open positions, take applications, hold interviews

Gather items such as banners, tablecloths, and photo backdrops as needed for lab day

# Instructors & Staff

Identify college lead point of contact for course

Identify and schedule two college instructors for lab day

Identify and schedule college support staff for course and lab day

Identify and schedule Innovation Center staff for lab day support

Innovation Center to add college staff for student contact as Teaching Assistant in Canvas to view status

Create shared Excel sheet where status, completions, and employment/employer are recorded

Innovation Center to send Lab Day Package documents/supply lists to college

# Participants

Check Formstack results for participant interest

Contact interested participants and vet them for the training. Are they ready for employment immediately following the training? Do they have access to a computer/internet?

Send Elevate registration link if they are ready for the training course

Create participant list for sharing with Innovation Center

Follow up with participants on their progress in the online course (IC will send status updates)

Follow up with participants and remind them of the date/time/location of skills lab

Follow up with completers for job attainment, did they get employed or do they still need help matching to companies hiring (documented on shared excel sheet)

# Materials

Order/gather supplies and equipment needed for lab day

Print copies of lab day documents (package sent from Innovation Center Team)

Assemble college folder for each lab participant

Agenda, Menu, recipes, student checklists stations 1-5, pathways flyer, course evaluation, college brochures, recruiting program information

Print sign-in list for registration table for lab day

Gather supplies needed for lab day, station supplies, name tags, pens, (aprons provided by IC)

# Other

Schedule time for feedback after lab with Innovation Center Team

Send completed sign in sheet, student checklists and course evaluations to IC team

Plan next course offering