 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