



## **GET INVOLVED GUIDE**

Hosting an event for Canada Career Month can be as simple as you want to make it. You can open your doors to show those in your community the wonderful world of careers and career development. The point is, it doesn't have to be complicated or take much of your time, and anyone can participate or organize an event.

Here are some ideas to get you started:

- Host an open house! Welcome your community to step inside and explore a career centre. Give tours on the kind of tools and resources that they can access, give them information on upcoming events (e.g. job fairs), invite them to have a one-on-one career conversation about their career possibilities.
- Have a meet-up (e.g. pub night) with other career development professionals in your community. Share best practices, tips and tools and find ways to collaborate and build your professional practice in your community.

If you need help planning your event, check out the Get Involved organizer below.

## GET INVOLVED EVENT ORGANIZER

### What is my event?

Describe the event that you want to host.

### Who is the target audience?

Who do you want to come to this event? Who are the activities aimed at? What do you need to have and do to ensure that they know about it and what to attend?

### Who is helping me, and what is their role?

As an Event Leader, think about those around you that can help you organize this event. Discuss with them the role that they want to play and be clear about how much time you are asking them to contribute.

Contact us if you're looking for guidance or clarity. If you want to be an Event Leader, but you don't have a crew to work with, we will do our best to connect you with someone else in your city if you're looking for support.

### How long will the event last?

Consider how long you want the event to be. What can you and your crew handle and think is best for your audience?

### Where will it be hosted?

Do you need to rent a space? Can it be in your office or space at your workplace? What permissions need to be sought to get approval to move ahead with the planning?

### How do I submit my event to Canada Career Month?

Email [events@canadacareermonth.ca](mailto:events@canadacareermonth.ca)



## How will people know about the event outside of the Canada Career Month website?

We recommend regularly using an online tool such as EventBrite, Facebook Events, or LinkedIn to market your event. You can create a poster as well if you prefer. Canada Career Month will post the event on its web-page, and use its web presence to support you once your event has been submitted.

## Who will I personally invited to attend?

It's always nice to have people show up. One of the best ways to make certain that people show up is to invite them personally, outside of using social media or posters

## Once the event is over, what am I going to do to follow up?

Great question! It depends on the type of event you have, and the discussions had at the event. If you have the opportunity, get their email or phone number and follow up. Let's keep Canada Career Month in the minds of Canadians year-round!

<b>Explore the Possibilities</b>	
<b>Event Date:</b>	
<b>Event Organizers Names and Roles:</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Event Description:</b>	
<b>Intended Participants</b>	
<b>Location address:</b>	
<b>Have you submitted your event to be listed on Canada Career Month?</b>	
<b>Places marketed to online, or with posters</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Extra touches to make the event memorable</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Follow up plan</b>	

