

Career Day Planning Kit

Everything You Need to Host an Unforgettable Career Day

Bringing career exploration to life for kids is one of the best ways to inspire their dreams. This kit gives you step-by-step guidance, tools, and ideas to make your Career Day a hit!

Step 1: Set Your Goals and Date

- Decide the age group and number of participants.
 - Choose a date and time that works for your school or group.
 - Set clear goals: What do you want kids to learn or experience? (Examples: exposure to different careers, hands-on activities, guest speakers)
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Step 2: Recruit Career Guests

- Reach out to local professionals from diverse fields (science, arts, trades, healthcare, business, technology).
 - Ask for volunteers who enjoy working with kids and can share their job in an engaging way.
 - Provide clear instructions: arrival time, length of talk/activity, materials needed.
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Step 3: Plan Activities and Format

- Mix presentations, hands-on activities, and Q&A sessions.
 - Consider career “stations” where kids rotate every 15-20 minutes.
 - Include a large group opening or closing with a fun speaker or video.
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Step 4: Prepare Materials and Space

- Create name tags for guests and students.
- Arrange tables or areas for each career station.
- Prepare signs or posters for each career.
- Gather supplies for activities (craft materials, handouts, props).

Step 5: Promote the Event

- Send invitations to parents and community members.
- Use flyers, emails, and social media to spread the word.
- Encourage students to prepare questions for the guests.

Step 6: Run the Event

- Welcome guests and help them set up.
- Brief students on the schedule, behavior expectations, and goals.
- Facilitate smooth rotations between stations.
- Take photos and encourage sharing stories.

Step 7: Follow-Up and Celebrate

- Thank guests with notes or small gifts.
- Ask students to share what they learned or liked best.
- Display student reflections or project work inspired by the event.
- Plan for next year with feedback from participants.

Bonus: Career Day Activity Ideas

- **Career Scavenger Hunt:** Kids find clues or facts about different jobs around the room.
- **Dress-Up Corner:** Kids try on uniforms or hats related to various careers.
- **“I Want to Be” Wall:** A place where kids write or draw what they want to be when they grow up.
- **Career Bingo:** Create bingo cards with job titles or tools of different careers.
- **Guest Speaker Q&A:** Let kids ask questions directly to career guests.

Sample Career Day Checklist

Task	Completed (✓) Notes
Set date and goals	
Recruit career guests	
Plan schedule and activities	
Prepare materials and space	
Promote event	
Confirm guest attendance	
Set up event space	
Host Career Day	
Send thank-you cards	
Collect and review feedback	

Hosting Career Day is a wonderful way to open kids' eyes to the possibilities ahead of them. With this kit, you're ready to create an inspiring and fun experience that could shape their futures!

Feel free to customize and share this kit for your next Career Day event!