



## Close the Deal Event Agenda

### “Table Talk” Format-SAMPLE

#### Close the Deal 10:10am – 1:35pm

General Agenda (all times are estimated – this agenda is to be used as a guideline for time)

- 10:05am Speakers and special guests head to the gym
- 10:10am Bell rings to move to gym
- 10:15am Principal of your high school welcomes the students  
Principal introduces and welcomes the guest speaker
- 10:25am Guest speaker encourages students to go to further their education
- 10:40am Principal or school counselor announces remainder of the program day
- 10:45am Lunch is served (LUNCH SPONSOR SECURED BY SCHOOL)
- 11:30am Clear up from lunch; proceed to “table talks”

“Table talks” begin: 3 rounds of 25 minutes each with 5 minutes to switch tables – ring bell or blow whistle

#### 11:35am Admissions “Table Talk”

- Choosing the right college or university for you; the importance of college visits. Application process – how it works with schools – similarities and differences. Essay writing Dates and deadlines – what they really mean

#### 12:05pm Financial Aid “Table Talk”

- What you need to know about financial aid and why. Financial aid forms – how and when to complete. Scholarships and grants. Websites.

#### 12:35pm Student’s or Business Leader’s Perspective “Table Talk”

- Life outside the classroom/need for skilled workforce

## Event Agenda-“Table Talk” Format-SAMPLE, Cont.

- 1:00pm School counselor announces Education Fair
- 1:05pm Education Fair begins
- 1:30pm Principal or school counselor gives closing remarks
- 1:35pm Students leave to return to class

Note: This is a sample schedule. Each school can customize the event as necessary, and schedules will vary from school to school. One variation may be to start the event earlier and have the “table talks” or mini-conference sessions and college fair prior to serving lunch.

## Room and Table Arrangements-SAMPLE

“Table talks” setup: Allows students to interact in smaller groups. It is recommended to have 8-10 students at each table. This format requires a larger number of “expert” volunteers, as one is needed for each small group. Volunteers will rotate three times, so that every student has the opportunity to speak with a financial aid, college admissions and business or college student representative.



“Table talks” setup