Project Title: Event Support Toolkit

Project Category: Company Contribution

Objective: Create a reusable checklist or toolkit for supporting recurring events such as job fairs, community outreach days, internal trainings, or staff celebrations. This resource will help future interns or employees be better prepared, more organized, and more confident during event support tasks.

Step-by-Step Instructions:

Step 1: Choose the Event Type - Ask your supervisor which event(s) happen regularly that interns typically help with. - Examples: tabling events, hiring fairs, orientations, open houses, or conferences.

Step 2: Gather Information - Attend or observe an upcoming event if possible. - Ask teammates: - What prep work is needed before the event? - What materials or supplies are usually packed? - What responsibilities do interns have during the event? - What often goes wrong or gets forgotten?

Step 3: Build a Toolkit Document - Organize your toolkit into clear sections, such as:

1. **Pre-Event Checklist**
    - Reserve space/venue
    - Confirm participants or vendors
    - Print flyers, sign-in sheets, or name tags
    - Pack materials (tablecloths, pens, banners, etc.)
2. **Day-of Roles for Interns**
    - Set up tables or chairs
    - Greet guests and assist with sign-in
    - Hand out flyers or info packets
    - Troubleshoot tech or direct guests
3. **Post-Event Tasks**
    - Collect and organize leftover materials
    - Take down signage/decor
    - Upload photos or attendance sheets
    - Write a short summary or feedback form
4. **Tips for Success**
    - Arrive early and dress professionally
    - Ask questions if unsure
    - Stay organized and friendly
    - Bring water/snacks if allowed

Step 4: Design and Format - Use bullet points and headers to make it easy to scan. - Use bold or colored text for high-priority items. - Consider making a printable version with checkboxes.

Step 5: Review and Share - Review the draft with your supervisor or the event coordinator. - Make any needed edits. - Upload the final version to your shared team folder.

Deliverables: - Final Event Support Toolkit (1–3 pages) - Optional: Editable checklist version (Google Doc or PDF) - Optional: Reflection on lessons learned from supporting the event

Estimated Timeline: 1–2 weeks (depending on event schedule)

Skills Practiced: - Event planning and preparation - Organization - Communication - Initiative - Document design