DEMO DAY

Facilitation Script

A starting point, not a rigid script. **Adjust this language to sound like you and to specifically fit your event.**

Welcome remarks (10-15 minutes)

- Good morning, everyone! My name is **[Your Name]**, and I'm so glad you're here today for Demo Day.
- Here's what today is all about: you're going to spend the next few hours rotating through hands-on sessions with **[number]** local employers, in **[career areas]**. This isn't a career fair. You're not walking past tables collecting flyers. You're going to actually try things, ask questions and see what a day in these careers really looks like.
- Before we get started, I want to recognize the employers who are here with us today: **[list employer names].** They took time out of their schedules because they care about giving you a real look at what's possible right here in our own community. Let's give them a round of applause.
- Before we head to your first station, flip to the back of your passport and take a minute to answer the bolded pre-event questions there. This helps us understand where you're starting from today, just read each one and answer honestly. **[Pause for completion.]** ***You can also read each question aloud and pause after each for completion, as well.**
- Now let's talk about your passport. This is yours to fill out and keep. Each employer session has its own dedicated page, write down the company name, what they do and take notes as you go. The color of your passport tells you which station you're starting at. You'll rotate through **[number]** sessions today, about **[session length]** minutes each. At each station, use your passport page to capture what you learn, and don't be afraid to ask questions. That's what this whole day is for. If you need help with what to ask, there are example questions in the back of your passport booklet.
- A few quick notes: **[restroom locations, water station location, any other logistics]**. If you need anything during the day, look for **[staff identifier, lanyards, shirts, etc.]**.
- Alright, let's get started. Find your passport color and head to your first station! ***Make sure there is either signate with passport colors, or you tell them which to start at and what direction to rotate when transitions happen.***

Transition between rotations

Used at the end of each session. Repeated for every rotation.

- Alright everyone, that's time! Take a second to finish up your notes on this station's passport page. Please thank your employer for having you, and let's transition to your next station. You have 5 minutes before the next rotation begins. ***It is most helpful to predetermine a direction they will rotate in *(ie. rotate around the room to the right each time).***

Closing remarks (5-10 minutes)

- That's a wrap on your rotations today! Before you head out, we want to hear from you. Take a moment to finish up your passport, and, specifically, please take a moment to fill out the short the exit survey on the last page. This helps us understand what today meant to you and helps us make the next Demo Day even better. ***You can also read each question aloud and pause after each for completion, as well.**
- **[Optional: incentive line: "Once you turn in your completed survey, you're entered into our raffle."]**
- Before we say goodbye, I want to say one more thank you to our employers today: **[list employer names again]**. They gave their time because they believe in you and in what's possible right here in this community.
- Whatever you're considering after high school, I hope today gave you something real to think about. Before you head out, tear out the exit survey page from the back of your passport, and hand it to a staff member at the table by the door on your way out. You can keep the rest of your passport. It's yours to hold onto.