**[Title of Reverse Career Fair Event] (Semester & Year):**

To empower a select group of students by inverting the career fair paradigm: employers will approach students at tables – not the other way around. With a specific focus on internship and full-time opportunities, this event will significantly increase the odds of students gaining meaningful employment.

* Application: [Describe the timing and process of student applications. Be sure to plan for applications to close at least 1.5 months before the event.]
* Interviews: [Outline the approximate timeline of interviews for applicants. Be sure to time this at least 1 month before the event.]
* Selection: [Note the quantity of student finalists, based on the capacity of the event venue. For every 100 permissible in the maximum capacity of the venue, approximately 20 tables can fit, depending on setup. Be sure to time this at least 1 month before the event.]
* Training: [Budget time for a minimum of 3 hour-long training sessions, noting that the team will be available to help students on an as-needed basis before, during, and after training. Topics should include – in order – resumes/professional writing, tabling/selling oneself, and interviewing. Be sure to time this within the month leading up to the event.]
* Employer Invitation: [Note that employers will be invited based on the student finalists’ career interests and that all students will receive RSVP updates leading up to the event. Consider affording space within the venue or within close proximity so employers can perform interviews immediately following the event.]
* Event: [Indicate that the timing of this event will be based on foot traffic data so as to cast the widest net for student applicants.]