**Handouts Needed (In Order of Appearance):**

* “Meet the Candidates” flier draft [located in the “Day-Of Materials” folder in the toolkit]
* “Elevator Pitch Checklist”
* “Networking Communication”

**Recap:**

* Business cards are ordered and should arrive by [date]
* Guest presenter today
* Guest presenters next week
* Employer update

**New Assignments:**

* Follow-up email to presenter due tonight
* Resume revisions due tonight
* Review “Meet the Candidates” flier; submit revisions no later than tomorrow at noon
* Printing requests due Monday at noon. Delivered during final workshop
* Work on your table; keep us posted if you need additional materials

**Lesson Plan:**

* This Is a Performance / Act Accordingly / You Are a Brand
* A Quick, Good Handshake Demo
* Elevator Pitch
  + Activity:
    - Draft pitch:
      * What is your mission?
      * How are you working toward that mission?
      * What is your next career move toward that mission?
    - Practice with a partner; complete peer eval sheet (HANDOUT)
    - Re-draft pitch
    - Practice with another partner
* Conversation After Pitch & Nonverbal Communication (HANDOUT)
* Troubleshooting
  + Activity:
    - Discuss potential conversational problems
* Real-Time Information Management
  + Before the main event
    - Research organizations on RSVP list and take notes
  + During the main event
    - Shorthand; divide notes by interaction
    - Polish notes during downtime
* Following Up
  + Assignment:
    - Draft follow-up email to Cassidy
* Tabling Supply Free-for-All