

Good afternoon,

Thank you for participating in [Pattonville High School](#)'s Career Fair on **Thursday, November 7**. We are excited to have you join us for a great day of career learning for PHS students. Arrival and setup begins at 8:00, with students arriving at 8:40. Please take a moment to review other key preparation information below:

Location and Parking

Pattonville High School is located at [2497 Creve Coeur Mill Rd., Maryland Heights, MO 63043](#). Attached is a campus map to help direct you to parking. Upon entering the campus turn right and follow the signs past the main entrance (under the bridge) towards the Hugh McKinney Library parking lot. Enter the building using the library entrance. Student volunteers will be available to assist you. Light refreshments will be served in the library prior to the beginning of the fair.

Set-up

The purpose of the fair is to introduce students to a variety of career opportunities as they begin to determine high school and post-secondary education and career interests. Speakers will have an assigned space in 1 of 2 adjacent gymnasiums, with a 6ft. table for any materials or display items (similar to a traditional college, career, or job fair setup). Students will select several career speakers to visit during their allotted time. Speakers may choose to have a set list of items to share with students or answer specific questions that students may have.

Electricity and Wifi

Electricity will be provided, if requested. Please note that the event is located in a gymnasium so we will have limited access points. Please bring your own extension cord(s) to be sure your electrical needs can reach a power source. Wifi is available.

Event Schedule

8:00-8:30am: Arrival, set-up, light refreshments in library

8:40-8:55am: Session #1 Alternative program, 10th-12th grade (80 students)

8:55-9:13am: Session #2 9th grade (400 students)

9:20-9:37am: Session #3 10th grade (400 students)

Thank you again for choosing to attend the Pattonville Career Fair. Our students are excited to speak with you! If we can be of assistance prior to the fair, please let me know.

Sincerely,

Michael Boulanger, Counselor

Becky Krohn, Counselor

Michelle Luraschi, College & Career Counselor

Christy Wills, Counselor