



Sample Event Agenda 1

Each Be a Teacher Day event is unique. Use our agenda templates to plan sessions that resonate with students, like small group discussions, panel talks with educators, and sessions with local admissions representatives. Include activities such as “A Day in the Life of a Teacher” and mock interviews to give students a realistic glimpse into the profession.

Half-Day Morning Event (No Workshops or College Fair)

Timeframe: 9:00 AM - 12:30 PM

Format: Introductory event with guest speakers and engaging activities

<u>Time</u>	<u>Activity</u>	<u>Description</u>
9:00 AM	Registration and welcome	Check-in, nametag distribution, and light refreshments.
9:30 AM	Keynote Speaker: “The Joy of Teaching”	Inspirational talk by an experienced teacher or local Teacher of the Year.
10:15 AM	Activity: A Day in the Life of a Teacher	Interactive session with teachers discussing their daily routines, joys, and challenges.
11:00 AM	Panel: Pathways in Education	Panel with teachers from various backgrounds (elementary, high school, special ed, etc.)
11:45 AM	Q&A with Educators	Open session where students can ask questions directly to teachers and education professionals
12:15 PM	Closing Remarks and event Survey	Conclude with brief remarks and distribute a survey for feedback
12:30 PM	Event End	Event wrap-up and departure

This agenda works well for introducing students to the teaching profession in a short, focused format without requiring breakout spaces.



Sample Event Agenda 2

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Full-Day Event with Workshops and College Fair

Timeframe: 9:00 AM - 3:30 PM

Format: Comprehensive event with workshops, speakers, and a college-fair

<u>Time</u>	<u>Activity</u>	<u>Description</u>
9:00 AM	Registration and welcome	Check-in, nametag distribution, and breakfast refreshments
9:30 AM	Opening Keynote: “Inspiring the Next Generation of Educators”	Talk by a renowned educator or education advocate
10:15 AM	Workshop Session 1	Workshop options, such as “Classroom Management Basics” or “Engaging Students Through Technology.”
11:15 AM	Workshop Session 2	Students can choose based on interests, such as “A Teacher’s Career Path” or “Education and Public Service.”
12:15 PM	Lunch Break	Lunch provided for students, with time for informal networking with educators
1:00 PM	Panel: Careers in Education	Panel discussion with teachers, counselors, and administrators discussing different roles
1:45 PM	Mock Interviews	Interactive session where students participate in mock interviews with administrators
2:30 PM	College Fair	Students visit tables hosted by colleges and universities offering teacher preparation programs
3:15 PM	Closing Remarks and Thank You’s	Final remarks, acknowledgement of guests, and a reminder of resources and next steps
3:30 PM	Event End	Event wrap-up and departure

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Sample Event Agenda 3

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Half-Day Afternoon Event with Workshop, No College Fair

Timeframe: 12:00 PM - 4:30 PM

Format: Focused afternoon session with hands-on workshop and panel discussion

<u>Time</u>	<u>Activity</u>	<u>Description</u>
12:00 PM	Registration and Light Lunch	Check-in with light refreshments and nametags
12:30 PM	Welcome and Event Overview	Brief overview of the event's purpose and agenda
12:45 PM	Guest Speaker: “Making a Difference as a Teacher”	Talk from State Teacher of the Year about the rewards and challenges of teaching
1:30 PM	Workshop: A Day in the Life of a Teacher	Hands-on workshop where students participate in role-playing or scenario-based activities, simulating real-life classroom challenges.
2:30 PM	Panel: College Prep for Future Educators	Panel discussion with college admissions reps or current teaching students discussing pathways to education programs.
3:15 PM	Activity: Teacher Story Circle	Small-group discussions where teachers share personal stories, challenges, and achievements
4:00 PM	Closing Remarks and Reflection Activity	Students reflect on what they learned and share takeaways
4:30 PM	Event End	Event wrap-up and departure

This agenda works well for smaller groups or schools looking for an interactive afternoon event focused on storytelling and hands-on experiences.



Be a Teacher Day Event Agenda

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Event Agenda

Timeframe:

Format:

<u>Time</u>	<u>Activity</u>	<u>Description</u>