

TIPS TO CREATE A SUCCESSFUL EVENT.

Developed by TIS on behalf of the
Victorian Universities and TAFEs

WHAT IS TIS?

The **Tertiary Information Service** is a collective of Universities, TAFE institutes and Independent Tertiary Colleges helping students prepare for future careers through free events around Victoria.

It is recommended schools attend TIS **EVENTS** instead of hosting their own Expo.

Year 12 students are invited to attend a local TIS presentation focused on transitioning to tertiary education after high school, before engaging with a range of tertiary institutions to gain specific course and campus information.

For more information visit
tis.org.au/about-us/



Tertiary
Information
Service

**When running your own school event,
please consider the following guidelines:**

Preparing for your event:

1. CONSIDER TIMING AND DATE

As most of our demand occurs in late Term 2 and Term 3, we encourage schools to consider hosting their events earlier in the year and during the day, as these tend to be some of the most successful and focused. If considering a day event, we recommend a 2 hour period ie. 9am - 11am. Lunchtime sessions should be compulsory for students to ensure ample attendance. With many institutions also holding Open days during Term 2 and 3 there may be limitations of available staff.

Considering events earlier in the year such as March or April may allow more institutions are able to attend your events, whilst students and parents are free to attend Open days.

2. COHORTS INCLUDED

Encourage ALL students to attend the expo, including VCE, VCAL and IB students.

3. LENGTH OF EVENT

Event duration of two hours is ideal, as it creates a sense of urgency and ambience at expos. When it comes to evening timing, 6pm - 8pm is preferable as it provides ample opportunity for parents who work to get to the expo.

4. EVENING TIMES

Due to occupational health and safety considerations, tertiary representatives are required to finish work at 8pm. Please ensure this is adhered to and communicated with event attendees.

5. VENUE

Consider access requirements for your venue, including ramp access for tertiary representatives to comply with occupational health and safety and manual handling regulations. Please also consider the distance from the venue to the car park ie. Will representatives need to carry boxes a significant distance? Can they park closer to unload their resources?

6. SCHOOL COLLABORATION

Schools that work collaboratively with each other are given preference to tertiary representative attendance due to larger audience numbers and less resourcing required by the institution. Please consider working with another school, or your careers group, to run one expo instead of several individual events.

7. AMPLE NOTICE

Ample notice for save the dates is required to ensure appropriate resourcing and attendance. Recommended timing is approximately 12 to 16 weeks in advance. Please include information regarding audience demographic and numbers, schedule for the event and any information required in preparation.

8. ALTERNATE YEARS

Offer expos every two years instead of yearly. This increases event attendance by students/parents as well as tertiary representatives.



On the day:

1. FINAL SCHEDULE AND DETAILS

Please forward the final event details to tertiary representatives at least 2 to 4 weeks in advance. Make sure to include realistic attendance numbers including the breakdown for each year levels of students, as representatives base their resourcing requirements on your advice. Please provide exhibitors with a detailed schedule for the evening, map of your school, venue location, parking arrangements, including any unloading spaces.

2. PROVIDE CONTACT DETAILS

Provide the name and phone number details of an on site contact for the event. A mobile number is preferred in case a tertiary representative is required to contact the event on day.

3. ADEQUATE LIGHTING

As a matter of safety, it is required that adequate lighting be provided in the venue, car park and areas where people will be walking.

4. APPROPRIATE SIGNAGE OR CHAPERONES

Ensuring that event attendees and tertiary representatives are clear on access to the venue and parking is required. If a chaperone cannot be available, please ensure ample signage is erected to identify where is the event is being held.