



Event Playbook

Employment Skills Workshop (with a Job Fair Component)

You have in your hands the proven keys to simplify and improve your virtual employment skills workshop, whether you're a Hiring Manager, Employer, or Recruitment Event Planner.

With this playbook, you'll create impactful employment skills workshops that:

- Empower companies to find and hire the right talent, no matter where in the world they are located.
- Allow job seekers and recruiters to easily and conveniently interact with each other, interview, and build relationships.
- Broaden participating companies' talent pipelines and build brand awareness to connect with talent segments that may not have heard about them.

You're about to discover Remo by Events.com's full potential to deliver engaging experiences easily. Specifically, you're going to master the Run of Show, which will help you stay organized and focused on ensuring your event runs without glitches or hiccups.

Run of Show

The Run of Show is a behind-the-scenes tool that can help you track your agenda, event actions to be taken, and who's responsible [Person In Charge or PIC].

Copy the sample Run of Show below to build one for your own event.

Of course, you'll want to customize the Run of Show for your event. As you do, keep in mind the key elements of an employment skills workshop with a job fair component:

- **Dynamic Networking** – Job seekers and employers can easily join and move between small group collaborative chats, discussions, and spontaneous hallway conversations.
- **Enriching Presentations** – Let your guests connect over ground-breaking career-building content.
- **Immediate Interviews** – Employers can jump into a private conversation with qualified talent in just two clicks of a mouse. Enjoy immediate in-depth confidential conversations right in the virtual venue.

Sample Run of Show

Time	Agenda Item	Action Note	Action	Remark
9:00 am	Mingle			
9:05 am	Mingle	PIC sends welcome message for guests	Send Announcement	SAMPLE ANNOUNCEMENT: “Welcome to the [Title of Event]! We’re very excited to see so many people here today. We will be starting in about 5 minutes, so in the meantime, feel free to network with the other guests here today.”
9:08 am	Mingle	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “We’ll be starting in 2 minutes!”
9:10 am	Welcome Presentation by host	PIC turns on presentation mode	Start Presentation*	*Make sure to choose the “Start in 30 Seconds” option, so guests get a few seconds to wrap up conversations
9:20 am	Networking @ Career Tables	PIC turns off presentation mode	Stop Presentation	
11:08 am	Networking @ Career Tables	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “Our first interactive skills workshop will begin in 2 minutes. Please wrap up your conversations.”
11:10 am	Interactive Career-Skills Workshop #1	PIC turns on presentation mode	Start Presentation*	*Make sure to choose the “Start in 30 Seconds” option, so guests get a few seconds to wrap up conversations
11:50 am	Lunch Break/ Open Networking	PIC turns off presentation mode	Stop Presentation	
12:55 pm	Lunch Break/ Open Networking	PIC announces 5 minutes to switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “We will resume the [Title of Event] in about 5 minutes.”
12:58 pm	Lunch Break/ Open Networking	PIC announces 2 minutes to switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “We will resume the [Title of Event] in about 2 minutes.”

While this sample Run of Show details a half-day employment skills workshop with just the morning session, you can easily duplicate the above to suit your event's needs. Simply extend this agenda and Run of Show for a full-day event and add networking time, presentations and workshops as needed.

When ending a Presentation and returning to Conversation mode, make sure to inform your guests about the following:

- What to do during the break.
- How to move around.
- How to check out the whiteboards and resource links.
- When the next Presentation session begins.

Summary

With this easy-to-replicate Run of Show, you're all set for a smooth event.

Through an easy virtual format, you'll be providing practical career-building presentations, lively connections, and those invaluable serendipitous hallway conversations.

Talk with a sales expert for a first-hand look at how Remo by Events.com can help your organization to build great guest experiences.

[Schedule a Personalized Event Consultation](#)

OR

Check out our detailed guide on creating your very own run of show. You'll find out all the tips and best practices that you can use for your events (+ a free downloadable run of show template)

[Explore How to Create a Run of Show](#)