



# Your Future @ Work Business Agreement

Friday, January 4, 2019  
Northwestern College

Business Name \_\_\_\_\_  
Contact Person \_\_\_\_\_ Email: \_\_\_\_\_  
Presenter Name(s) \_\_\_\_\_ Email: \_\_\_\_\_  
Booth Attendant Name(s) \_\_\_\_\_ Email: \_\_\_\_\_  
Business Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
Twitter Handle: @ \_\_\_\_\_ or # \_\_\_\_\_

- We would like to be a PRESENTER. Share with students for 20 minutes about your business. Repeat up to 5 times.
- Describe Topic in a short sentence: \_\_\_\_\_
  - AV Needs (circle all that apply): Projector / Screen / Computer  
Please bring your presentation on a **flashdrive**. The campus has computers in every room.
  - Please List Any Space Needs for Your Presentation \_\_\_\_\_
  - What Type of Classroom Would You Prefer (check one)  
\_\_\_\_\_ Lecture Seating: rows of chairs with a desk top attached  
\_\_\_\_\_ Table Seating: Chairs around tables. Tables can be moved around in a variety of configurations  
\_\_\_\_\_ No Preference

- We would like to host a BOOTH (8' table/2 chairs). All students will visit the booth area to explore career options and talk to businesses.
- Please List Any additional Space Requirements for Your Booth \_\_\_\_\_
  - Would you prefer an 8'x36" table (standard size) or an 8'x18" table (seminar size)? \_\_\_\_\_ 18" \_\_\_\_\_ 36" \_\_\_\_\_ NP
  - Do you need access to an electrical outlet? \_\_\_\_\_ **Please bring an extension cord!**

Would you be willing to present to area high school classrooms about your career field? \_\_\_Yes \_\_\_No \_\_\_ Already Do  
Would your business be willing to have high school students job shadow? \_\_\_Yes \_\_\_No \_\_\_ Already Do

- Training Sessions to be held in Van Peurse Hall (VPH) at Northwestern College (please choose one)**
- \_\_\_\_\_ Monday, December 10 8-9:00 am \_\_\_\_\_ Thursday, December 13 4-5:00 pm  
\_\_\_\_\_ Thursday, December 13, 11:30 am - 12:30 pm \_\_\_\_\_ Have Already Attended Training\*

- Even if you have already attended a training, we strongly encourage you to take advantage of this opportunity to see the room in which you will be presenting and to become familiar with the campus

**Signature:** Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Fill Out & Return or Scan This Agreement by Wednesday, October 24 to:**

Vicki Vermeer, Dordt College, 498 4<sup>th</sup> Avenue NE, Sioux Center, IA 51250

Phone: 712.722.6341 [vicki.vermeer@dordt.edu](mailto:vicki.vermeer@dordt.edu)

**Other Key Information:**

- We will provide lunch and give you a short opportunity to network with other businesses prior to the students arriving.
- Please arrive and be ready (presenters & booths) by 11:15 am.
- Booths can set up between 8-11:30 am. All booths will be located on the 2<sup>nd</sup> floor of the DeWitt Learning Commons.
- Receipt of this agreement will be considered your RSVP.

| <b>YF@W Schedule</b> |                 |
|----------------------|-----------------|
| 11:00 am             | Students Arrive |
| 12:10-12:30          | Session One     |
| 12:40-1:00           | Session Two     |
| 1:10-1:30            | Session Three   |
| 1:40-2:00            | Session Four    |
| 2:10-2:30            | Session Five    |

**Campus Map:**

<http://assets.nwciowa.edu/nwciowa/public/content/campus-map/nwc-campus-map.gif>

**Thank you for your commitment to helping educate over 500 students on the many valuable careers located right in their backyard!**