**Required Attendees:**

Workforce Board

Chamber of Commerce

School District

**Recap of Event:**

* Key Takeaways
* Connections Made
* Lessons Learned

**Next Steps:**

* Send Thank you notes to attendees
* Send Follow-up emails to those who couldn’t attend or who you didn’t get contact information from
* Fill in the Industry Partnership Tracker
* Grant teachers access to the Work-Based Learning Tracker
* Set a monthly goal that teachers will have something planned with an employer in that time
* Set another check in meeting to measure success
* Write a Blog Post about the event to share on social media

\*Provide additional resources as needed.