

Task:	Person Responsible:	Due date:	Completed? Y/N
Before the networking session:			
Send invitations to Networking Session			
Accept RSVPs and creating a list of expected guests			
Send a confirmation email/correspondence to guests...this link could also be included to give some tips about how to mentor young people . https://www.youtube.com/watch?v=2QGX5NQrpGs			
Create name-tags for students and guests			
Choose an appropriate pace within the school and booking the space			
Set-up on the day- organise tea/coffee etc.			
Arrange groups of 4-8 students: (about 1 mentor to four students)			
Create a running sheet for the networking session that describes what will happen and when.			

Task:	Person Responsible:	Due date:	Completed? Y/N
Organise any refreshments (tea, coffee, Monte Carlos, Scotch Fingers etc.)			
Design and create certificate of appreciation for each visitor			

During the networking session:			
Welcome party - show guests to the room			
Master of ceremonies - welcome guests and students to the session and explain the purpose of the session, coordinate movement of people around the room			
Run group warm-up/icebreaker activity within small groups			
Ask the first question to break the ice			
Roving helper- ensure that everyone is comfortable			
Official 'thank you' from the group and invitation to WOW final presentation			
Present gratitude certificates to visitors			

After the Networking Session:			
Send thank you notes to those who attended			