

Upper Northumberland and Union County Career Fair

Sample Layout of Tri-Fold Display Board

Overview	Name of Your Business	Samples
<ul style="list-style-type: none"> • Education/training needed for your field • Skills & interests needed by people in your occupation • Demand for workers/job opportunities • Work requirements (type of work, hours, physical demands, etc.) • Salary 	<p>[Business logo and/or photos and illustrations]</p> <ul style="list-style-type: none"> • Type of industry/field • Examples of jobs in your field • Examples of duties carried out • Examples of equipment and technology used in your field 	<p>[attach samples of items used in your field, such as documents, reports, brochures, maps, blueprints, pictures/illustrations, etc.]</p>

Other Materials You May Want to Bring:

- Information for students to take with them, such as brochures, bookmarks, fliers, etc.
- Examples of equipment or materials used in your field
- Small giveaway/promotional items such as pens and pencils

Tables, chairs and tablecloths will be provided.

Display boards and other materials can be purchased at office supply stores such as Staples, OfficeMax, etc. Some other supplies you may need to prepare your display:

- Colored paper for headings, borders, and titles
- Glue, tape or pins to attach materials to your display board
- A rack or holder for brochures or fliers
- Labels or stickers for labeling materials and equipment
- Laminating sheets or page protectors

If you need additional assistance with your display or would like help designing brochures, fliers, etc., please contact the Central PA Chamber of Commerce at 570-742-7341. (A limited supply of materials is also available at the Chamber.)