



Planning a Career-Related Event? The Career Development Office Can Help.

If your CSO would like to plan a career-related event, please contact the Career Development Office (CDO). This will allow us to coordinate with your group and avoid duplication of event topics or scheduling conflicts. We can help you make your event the best it can be.

How we can help:

Depending on your needs, the CDO is also able to co-sponsor up to \$150 (per group, per academic year) for your student group career-related event or activity. Please send us your request at least three weeks in advance to your event.

How to request Co-Sponsorship from the CDO:

Simply email Sally Draper at sdraper@pacific.edu as early as possible during the planning phase of your event with the following information:

- Tentative event idea (see examples above)
- Tentative date
- Budget

The CDO can also help plan your event. Here are some ways we can help:

- Event design
- Connecting you with alumni to attend or speak at your event
- Catering ideas
- Promotion of event through email, flyers and Facebook.

If you would like assistance with something not listed, please let us know.

Remember: Even when planning a career-related event in collaboration with the CDO, you must fill out the Student Affairs “Event Request Form”

http://mcgeorge.edu/Event_Request_Form.htm and follow all of the usual CSO event-related procedures.

Examples of career-related events:

- Day-in-the-Life events
- Panels (e.g., attorneys speak about their varying IP practices)
- Networking receptions
- Events that include alumni
- Practice-area based career fairs (e.g., Natural Resource Job Fair)