



Tour Guide Instructions

Primary Role

Tour Guides are some of the most valuable volunteers for the entire expo! You are providing leadership and support for school groups within zones at CareerSpark. Your role is lead schools from buses to their designated start zones, facilitate efficient and accurate zone rotations, round up students when it is time to switch zones, keep an eye on student engagement, and help facilitate efficient dismissal from zones at the end of the session.

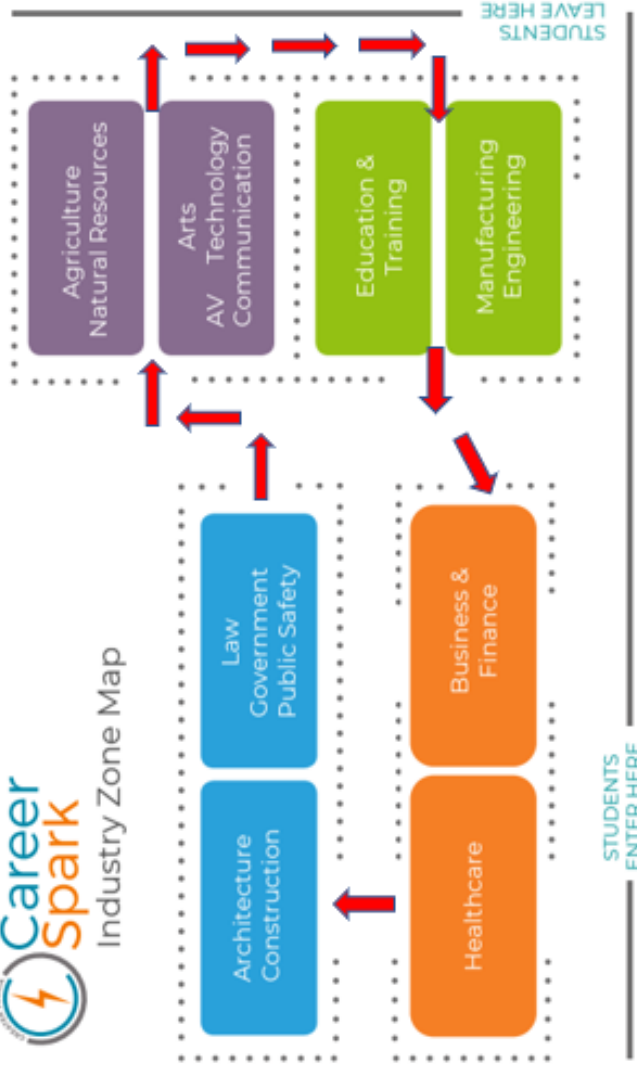
Key Materials

- School List with Bag Colors and Zone Rotation Sequences
- Zone rotation schedule

Sample Workflow

1. Lead the group into the building and help them get to their designated start zone.
2. Return to the bus area to lead additional groups to start zones until all schools are present/as needed.
3. Help keep an eye on student engagement. If you encounter students who need redirection or help finding activities, assist them or alert their teachers or chaperones. They will be identifiable by the backpack color.
4. If students ask to use the restroom or depart from their zone for any reason, direct them to their teachers or school chaperones. Teachers or school chaperones must talk with Zone Exit/Entrance monitors to give permission for students to depart the zone unaccompanied. If at all possible, encourage a teacher or chaperone to escort students to/from the zone. If you notice the same students departing the zone frequently while unaccompanied for any reason, please alert a teacher or a JA or GPEDC team member.
5. If any students become overwhelmed or overstimulated in the exhibit hall, let a teacher or chaperone know. There is a quiet room available for this purpose. A teacher or chaperone must stay with them the entire time they are in the quiet room.
6. Every 30 minutes, schools will rotate clockwise to the next zone. Help lead the group to their next zone. Zone rotation time will be indicated by music playing.
7. At dismissal, help coordinate efficient departure, one school at a time. Thank them for participating.

 Career Spark
Industry Zone Map



Quiet Room

STUDENTS
ENTER HERE

STUDENTS
LEAVE HERE