

SKILLSUSA NATIONAL SIGNING DAY

Sample Event Agenda

This sample agenda and mock run of show is to serve as a guideline for your event and should be tailored to your specific event activities, industry, speakers and guests.

7:30 – 8 a.m.	Registration Opens and Networking Begins Attendees sign in.
8 – 8:05 a.m.	Opening Remarks and Welcome Event introduction made by the emcee (chapter officer, advisor, business leader, local government official, etc.). Be sure to thank our National Signing Day sponsors.
8:05 – 8:30 a.m.	Presentation Keynote speakers should present about the impact of SkillsUSA programs and the value of the skilled trades while highlighting Signing Day as a great example of elevating the perception of the skilled trades. They can also share best practices and tips for businesses, success stories, program updates and more.
8:30 – 8:45 a.m.	SkillsUSA National Signing Day Member Spotlight SkillsUSA National Signing Day participants are given the opportunity to share future plans while explaining how SkillsUSA and the skilled trades have impacted their lives.
8:45 – 9 a.m.	Speaker Q&A Emcee takes and directs questions about the SkillsUSA program; the role of SkillsUSA in communities; how individuals, companies and organizations can become involved with the SkillsUSA chapter and more.
9 – 9:05 a.m.	Transition Emcee directs event attendees to their next activity.
9:05 – 9:30 a.m.	Facility Tour and Skills Exhibition Emcee and other business leaders and/or keynote speakers take guests on a tour of the local SkillsUSA facility, highlighting the tools and resources available in their SkillsUSA program. They may also exhibit the skills and successes of members.
9:30 – 9:45 a.m.	Closing Remarks and Questions Emcee thanks presenters, speakers, guests and NSD partners while closing the event. The emcee reminds attendees to visit their organization's website and social channels and share their SkillsUSA National Signing Day experience using the hashtag #SkillsUSANationalSigningDay.