

Perform

How to host a Perform Program

Firstly, thank you.

Thank you for your support of Beacon Foundation’s Perform program.

Perform supports young people to feel ready to take up employment opportunities. As well as practical skills, Perform gives students a rare opportunity to practice communicating and networking with professional people in a non-threatening environment.

This document guides you through how to host the program. If you have any questions, please reach out on hip@beaconfoundation.net. We are more than happy to provide additional guidance.

Room requirements

- A large room, approximately double the size of a classroom is ideal
- 1-2 small tables located at the front of the room for facilitator’s requirements
- 1 whiteboard
- 1 projector
- At least 35 chairs
- 6 tables for group work.

Please see the room layout on the following page for guidance with setup.

Catering requirements

Please provide the following catering:

Meal	No. of people	Time served	Catering suggestions
Morning tea	Up to 28 participants (25 students, 1 Facilitator, 1-2 teaching staff)	10.20am, ready for a 10.30am break	Fruit, muffins, finger food
Lunch	Up to 33 participants (25 students, 1 Facilitator, 1-2 teaching staff, approx 5 mentors)	11:55am, ready for a 12:00pm lunch	Lunch can be formal sit down (eg. restaurant style) or more casual style (wraps, sandwiches, finger food, juice, tea and coffee)

A note on special dietary requirements: If you are a hosting business, Beacon will inform you of any student dietary requirements at least 24 hours prior to the program. Please accommodate any requirements for attending internal staff. For hosting schools, Beacon will inform you of any dietary requirements for Industry Mentors recruited by Beacon, at least 24 hours prior to the program. Please accommodate any requirements for students attending.

Mentor recruitment and involvement

- In your confirmation email email, Beacon provided a Dropbox link containing tools to support you with the recruitment and preparation of mentors for the program.
- Participation of 5 - 10 mentors is ideal for optimum student:mentor ratio.
- The requested time commitment for mentors is 3 hours, from 11.30am - 2.30pm.
- We ask that mentors arrive by 11.25am so that they can be assembled and ready to begin.
- All mentors will receive a briefing via email prior to their involvement on the day. Mentors will also be greeted and briefed by the Beacon Facilitator when they arrive at the program.

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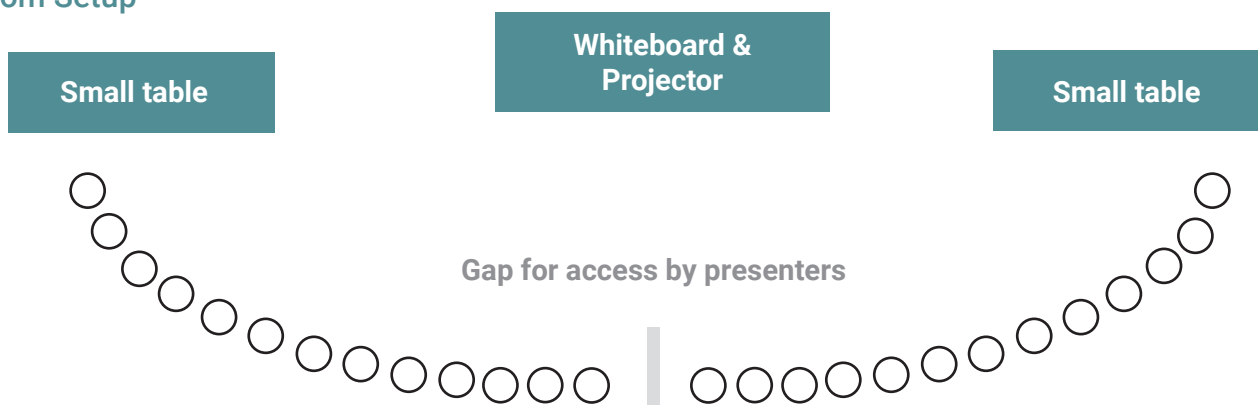
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Program Schedule

Our delivery team are professional facilitators and will endeavour to meet the program timings below. However, it is greatly appreciated if you can remain flexible if timings are impacted by events outside our control.

8:45am	Program set up by Beacon Facilitator
9:15am	Student arrival
9:30am	Program commences
10:30am	Morning tea
11:30am	Business mentors arrive
12:00pm	Networking lunch for all participants
12:30pm	Afternoon workshops commence
2:30pm	Program ends

Room Setup



Note: Students can move chairs between the front of the room and to the tables during the program

