# Considering a Virtual Job Fair in Your Area with Multiple Employers?

Fill out the questions below prior to an initial meeting with Illinois workNet staff so that we have an idea of your intentions and expectations of your Virtual Job Fair event. Please submit this to [info@illinoisworknet.com](mailto:info@illinoisworknet.com) once completed and a member of our staff will follow up with you.

**Please note that due to the volume of requests from individual employers and other multi-employer VJF events, that larger multi-employer VJF events (6+ employers) that our staff will require 4 - 6 weeks’ notice**.

This allows our staff time to:

* Coordinate an appropriate date and time for the event with Zoom,
* Create Registration pages and event emails on Eventbrite,
* Add the Virtual Job Fair event to the Illinois workNet Calendar of Events,
* Draft, schedule, and post to Illinois workNet’s social media accounts to market the event,
* Provide time for employers who have requested Zoom training,
* Provide answers to questions LWIA staff may have leading up to the VJF event,
* Provide technical assistance such as audio, video, chat, recording, and posting of the live event to YouTube and employer booths,
* Other follow ups with employers, LWIA staff, and attendees as needed.

To see a timeline of the steps involved with planning and coordinating an invent, [please review this checklist](https://www.illinoisworknet.com/DownloadPrint/Multi-Employer%20VJF%20Timeline%20Checklist%20Example.pdf).

1. When would you like to hold the virtual job fair event?
2. How many employers would you like to invite?
3. Will this event feature employers represented in multiple industries?
4. Would you like to hold this event over multiple days or one session?
5. Is there a specific audience for your event? (Veterans, Youth, etc.)
6. Please provide the names and email addresses of those who should be on an initial meeting with Illinois workNet staff to discuss your multi-employer VJF event:
7. Please fill out any additional notes or comments below: