

VIRTUAL CAREER EXPO **CHECKLIST**

Here is a step-by-step checklist of everything that you'll need to do to ensure that you get the most out of your booth! *Make sure that you are saving your progress along the way!*

- ✓ 1) Sign-Up for the Virtual Career Expo at viqtory.com/gijobs-virtual-job-fairs. and select your booth level.
- ✓ 2) Be on the lookout for an email assigning you as the booth owner.
- ✓ 3) Click the link in the email and create your account.

At this point you should be viewing your VCE booth on the Brazen website.

Note: You can save and preview your changes at any time while setting up your booth.

- ✓ 4) Enter your company's information into the setting tab and name your booth.
- ✓ 5) Upload a clear company logo.
- ✓ 6) Enter the links to your various social media platforms for attendees to view.
- ✓ 7) Fill in the Booth Tags section with keywords that show attendees what you're looking for.
- ✓ 8) Save and click the Content tab at the top of the page.
- ✓ 9) Customize your preview text. This is a small section of text that will be visible to attendees at the events home screen.
- ✓ 10) Customize your Booth Home Tab. When an attendee clicks on your booth this is what they will see.
- ✓ 11) Click on the Representatives tab at the top of your page and add additional reps.
Who will be manning the booth the day of the event?
- ✓ 12) Click on the Opportunities Tab at the top of your page.
- ✓ 13) Add any and all open positions that you want attendees to be able to see.
- ✓ 14) Save and Preview.
- ✓ 15) Make any changes/edits as needed.

Once you are happy with the way your booth looks and you've included all of the needed information you are ready to go. **Make sure that all of your booth representatives are familiar with the Brazen platform prior to the event** to ensure that you get the most out of the G.I. Jobs Virtual Career Expo.
