

Company Name	Category	Point of Contact	Email Address / Phone Number	ACC Connection	Email Sent?	Attending?	Other Individuals Attending	Session Attending	Notes
	Use career clusters associated or create your own categories	Name of individual who registered		Include name of teacher/staff from your school who made this connection, if applicable	Use this column to keep track of confirmation emails	Yes / no	If applicable	Use if you plan to split the day into two (or more) sessions	
Use this tab to keep track of all companies that you or your staff reach out to.									

Company Name	Category	Point of Contact	Email Address / Phone Number	School Connection	Email Sent?	Attending?	Other Individuals Attending	Session Attending	Notes
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Use this tab to keep track of confirmed participants. If you use a Google Form to collect informaion, have it link to this tab.									

Company Name	Point of Contact	Email Address	School Connection?	Email Sent?
Use this tab to keep track of participatns who were invited in previous years. This is your record of all known contacts. Update this information at least yearly.				