



Ambassador Career Event Checklist

Host a 30-minute AMA with a Professional

This month you will be hosting an Ask Me Anything (AMA) event where you will invite a professional to discuss their career and answer student questions. In your event, you'll help students to start their career list on BigFuture. This guide will help you plan and host your event. Make sure you take pictures and, most importantly, have fun!

Don't forget to submit your actions to the [Ambassador Leaderboard Tracker](#).

Before the Event

- ☐ **Get Speaker:** Identify a professional to speak at your event – this could be a relative, friend's parent, or someone else who you think has a cool job!
- ☐ **Schedule It:** Pick a date and time when you will host your event.
- ☐ **Find a Place:** Choose a location where you will host this event – this can be at your school library, in a classroom, Zoom call, etc. You'll likely need an adult to help secure space in your school.
- ☐ **Promote your Event:** You can use Instagram, in-class announcements, posters, and email to spread the word. Get as creative as you'd like!
- ☐ **Prepare Questions:** Prepare 4-5 questions that you want to ask your guest about their career journey!

During the Event

- ☐ **Introduction:** Introduce yourself as a BigFuture Ambassador, introduce your guest, and talk about the purpose of the event, which is to explore careers.
- ☐ **Career Questions:** Ask 4-5 questions prepared for your professional guest to answer about their career for students.
- ☐ **BigFuture Career List:** Send your friends to bigfuture.org/ambassadorfriend to start their career list.
(NOTE: By saving 3 careers, 10th and 11th graders earn entries for BigFuture Scholarships drawings.)

After the Event

- ☐ **Thank You:** Thank your guest for attending the event. You can even send a thank you email.
- ☐ **BigFuture Scholarships:** Remind students that they can earn more entries for \$500 and \$40,000 scholarship entries when they complete other steps, like building a college list, on BigFuture.
- ☐ **Earn Points:** Submit your actions to the [Ambassador Leaderboard Tracker](#).

If you have any questions as you prepare to hold your event, please email Mr. Alvarez at ambassadors@collegeboard.org



Types of Questions You Can Ask

- What is your job and how did you get into this field?
- What education does someone need for this type of role?
- What is your favorite part of your job?
- How do you manage your time?
- What books should I be reading?
- What do you do at work on a daily basis?
- What's the best thing about your job?
- What advice do you have for someone new to the industry?
- What hard skills should someone in your field have?

Sample Email to Invite People to Your Event

Subject: BigFuture AMA about Being a (Add Name of Career) on (Insert Date)

Dear (First Name),

You're invited to a special AMA about being a (name of career). I've invited (name of person) to come and answer your questions about their career. I am an ambassador for BigFuture®, the College Board's guide to planning for life after high school. At this event, you will also have an opportunity to earn entries for BigFuture Scholarships drawings!

Before the event, start your career list at bigfuture.org/ambassadorfriend.

What: BigFuture Ambassadors AMA: Exploring Careers

When: (Insert Date and Time) This event will last approximately 30 minutes.

Where: (Insert Location or Link to Online Event)

Please RSVP by (Insert email address or link to Google form).

Sincerely,

(Insert Your Name)

BigFuture Ambassador