**Who do I contact if I have questions regarding my registration?**

**Allegan Area ISD**

**Name:** Beth Johnston, Career Development Specialist

**Email:** beth.johnston@alleganaesa.org

**Phone:** 269-512-7850

**Barry ISD**

**Name:** Rich Franklin, Superintendent Barry ISD

**Email:** rfranklin@barryisd.org

**Phone:** 269‐945‐9545 ext. 111

**Ionia ISD**

**Name:** Ashli Jordan, Student Services / Work-Based Learning Coordinator

**Email:** ajordan@ioniaisd.org

**Phone:** 616-527-6540

**Kent ISD**

**Name:** Eric Kelliher, Career Readiness Consultant

**Email:** erickelliher@kentisd.org

**Phone:** 616-365-2350

**Montcalm ISD**

**Name:** Penny Dora, Director of Communications

**Email:** pdora@maisd.com

**Phone:** 616-225-6163

**Muskegon Area ISD**

**Name:** Stephen Pettifor, Career Specialist

**Email:** spettifor@muskegonisd.org

**Phone:** 231-767-5624

**Ottawa ISD**

**Name:** David Ladd, Career Development Facilitator

**Email:** dladd@oaisd.org

**Phone:** 231-578-3623

**What do I wear?**

This event will be held inside but you will need to do some walking outside. Please plan for the weather. **No outside backpacks are allowed at the event. Please see the info desk if a student needs to check in a medical bag.**

**What can I do to prepare my students for the event?**

Watch [the video](https://www.youtube.com/watch?v=lHxlVFeYxjI), and use the educator packet as well as [the website](https://www.micareerquest.org/for-educators-parents).

**Is lunch provided or is a space available for students to eat sack lunches?**

No, the facility does not allow outside food to be consumed during the event.

**What is the registration period?**

Registration begins Wednesday, November 1, 2023 at 9am. Registration will end for all counties on November 30, 2023 at 5pm. A waitlist will open once each county is full.

**What do I do if my group needs to come early or leave late?**

Please communicate all schedule accommodations in your school registration. We want to make sure the logistics are in place prior to event.

**What if I have more than 100 students to register?**

That is allowed, however, you will need to register multiple times.

**How does the Waitlist work?**

Once the open slots for each county are full, a waitlist registration will become available until January 15 202. At that point, educators from that list will be contacted to fill any remaining slots that may have become available due to cancellations. Waitlist offers should be made in January.

**Will there be pictures or video taken of my students at MiCareerQuest?**

**YES. There will be photographs and videos taken at MiCareerQuest; corporate marketing teams and news media may be at the event.** Because of the size of the event, we will not seek individual photo releases for student images taken at the event. Students may be photographed or videotaped participating in activities and their images used in future communications and promotional materials regarding MiCareerQuest. **Please ensure all students attending have photo releases on file with your school and are able to have their pictures and videos taken at this large, public event.**

West Michigan Works! may reach out to you to seek parental/guardian approval for video releases of student interviews taken for promotional purposes. It will not use interviews for promotional purposes without approval. Reporters may have different policies for this newsworthy event. If you have a student unable to be featured on a news program, please instruct them not to participate in a news interview at MiCareerQuest.