



Open House Invitation Tips

[Event Checklist](#) | [Thank You Note Template](#) | [Agenda Template](#) | [News Release Template](#)

When developing your Cybersecurity Career Week Open House invitation list, please consider reaching out to the following groups and stakeholders and ask them to spread word to family and friends:

- Local Chambers of Commerce – request list of local member business contacts
- Local high schools, colleges, and universities
- Government officials, including legislators, county boards members, and city council members
- Local networking and professional groups
- Local industry groups
- Local cybersecurity clubs and associations
- Employees
- Customers and clients
- Suppliers and business partners

Keep in mind that you can use existing communication channels, including company newsletters, employee communications, company Intranet sites and other resources to help increase awareness about your upcoming event.

CYBERSECURITY CAREER WEEK Open House Checklist

To assist stakeholders in their preparation to plan and host Cybersecurity Career Week activities, we've developed a quick checklist timeline to help ensure your event is a success. Planning ahead is optimum. This checklist is based on an internal event; one where planning relies on internal resources and minimal effort. If you choose to plan an event outside of your organization, your pre-planning and timeline will need to be adjusted considerably.

TEN WEEKS OUT OR EARLIER

- Determine date and time of event

- Assign roles to event team and recruit volunteers (publicity, food, invitations, registration table, set up, etc.)
- Book room for event and coordinate A/V and staffing needs
- Create a draft agenda and schedule for the event
- Invite speakers and staff to participate
- Send personal invitations to key stakeholders (government officials, important customers, etc.)
- Develop invitation list and determine registration process (if K12 through educators or organizations, age and citizenship considerations)

EIGHT WEEKS OUT OR EARLIER

- Develop invitation messaging
- Distribute invitation to attendees
- Develop agenda talking points and PowerPoint presentations for event
- Distribute news release to local media
- Meet with presenters to answer questions, confirm time and logistics, and practice online if applicable
- Confirm support staff and duties (registration, welcome, AV)
- Track event registrations, send confirmation notices, send out logistics (directions and parking)
- Post event to online community calendars
- Post about event on social media, include #cybercareerweek or #mycyberjob

FIVE WEEKS OUT OR EARLIER

- Plan food and beverage needs for event
- Develop agenda for event, including talking points and PowerPoint presentations, if needed
- Send invitation reminder to attendees who have not responded
- Post about event on social media, include #cybercareerweek or #mycyberjob
- Monitor registration system or process

THREE WEEKS OUT OR EARLIER

- Send invitation reminder to attendees who have not responded
- Post about event on social media, include #cybercareerweek or #mycyberjob Finalize attendee list

ONE WEEK OUT OR EARLIER

- Finalize plan for who will welcome attendees and staff registration table
- Run through presentations/event agenda
- Plan/run through facility tour
- Post about event on social media, include #cybercareerweek or #mycyberjob
- Finalize food/beverage needs

THREE DAYS OUT OR EARLIER

- Re-distribute news release to local media
- Confirm details and logistics with speakers
- Print and organize handouts, name tags, program, etc

DAY BEFORE

- Set up room
- Final run-through of program
- Post about event on social media, include #cybercareerweek or #mycyberjob

DAY OF EVENT

Host event!

1-3 DAYS POST-EVENT

- Send thank you to attendees and presenters
- Follow up on any questions
- Post photos of event on social media, include #cybercareerweek or #mycyberjob Evaluate the event

CYBERSECURITY CAREER WEEK

Follow Up/Thank You Note

Dear X,

Thank you for attending our Cybersecurity Career Week Open House event on __. We hope you found the event informative and helpful, and we would welcome any feedback you would like to share.

For more resources on Cybersecurity Career Week and information about the cybersecurity workforce, visit _____ or contact _____. Additional information can be found at the NICE website at nist.gov/nice.

For more information on Cybersecurity Career Week and other upcoming career awareness events, [visit nist.gov/nice/ccw](https://nist.gov/nice/ccw).

Thank you again,

NAME

COMPANY

PHONE

CYBERSECURITY CAREER WEEK Open House Sample Agenda

7:30 – 8:00 a.m. – Registration and networking

**Coffee, juice and light breakfast can be served*

8:00 – 8:15 a.m. – Welcome and Opening Remarks

**Could be business leader, local government official, educational program leader, etc.*

8:15 – 8:45 a.m. – Opening Presentation

**Share a PowerPoint presentation or short video about company's cybersecurity program, tips for other businesses, community stakeholders, future employees, etc.*

8:45 – 9:15 a.m. – Cybersecurity Employer Panel with Q+A

**Panel of 1-2 cybersecurity professionals and 1-2 employers who can share experiences and answer group questions*

9:15 – 9:45 a.m. – Facility Tour, if applicable

9:45 – 10:00 a.m. – Closing Remarks

Release

Contact Name: _____

Phone Number: _____

Email: _____

COMPANY NAME to Host Cybersecurity Careers Open House on _____

Event is part of Cybersecurity Career Week

XXXXXXXXXX — COMPANY NAME, in cooperation with the National Initiative for Cybersecurity Education led by the National Institute of Standards and Technology in the U.S. Department of Commerce, announced today that it will host a Cybersecurity Careers Open House event on ___ at ___ as part of the annual Cybersecurity Career Week celebration.

The event will feature a presentation about COMPANY NAME’s successful cybersecurity program, as well as a facility tour, and a panel presentation where attendees can hear from ___, _____ and several cybersecurity practitioners. The event is free and open to the public and business community.

[Insert overview of company]

The need for cybersecurity professionals over the past decade has increased globally. Today, people and organizations are more concerned about data breaches, identify theft, security and maintenance of classified documents, and management of personally identifiable information (PII) than ever before. The [insert country or state] currently has over [insert number] unfilled cybersecurity job openings. The demand for cybersecurity work roles or cybersecurity hybrid work roles is projected to grow much faster than other occupations. The annual Cybersecurity Career Week is one initiative aimed at increasing awareness around the multiple career options and pathways within the field of cybersecurity to help grow a skilled cybersecurity workforce.

Dozens of CCW supporters and stakeholders have committed to participating and hosting events in support of Cybersecurity Career Week. For information on all events taking place and to find an open house near you, visit nist.gov/nice/ccw.

ABOUT CYBERSECURITY CAREER WEEK

The Cybersecurity Career Week (CCW) focuses local, regional, national, and international interest to inspire, educate and engage children through adults to pursue careers in cybersecurity. Cybersecurity Career Week takes place the third week in October during Cybersecurity Awareness Month, and each day of the week provides for learning about the contributions and innovations, as well as the plethora of job opportunities that can be found by exploring cybersecurity as a field of study or career choice. During the week, learners of all ages, educators, parents, employers, and the community will participate in the international recognition of how cybersecurity plays a vital role in global society and showcases how building a nation’s cybersecurity workforce enhances each nation’s security and promotes economic prosperity.

ABOUT COMPANY NAME

Information/company boilerplate