To do list when inviting people into school to be interviewed

When looking to invite local people into your school to enable your pupils to interview them, here's a suggested to-do list to help you get prepared:

1. Be clear on the reasons why you want them to come to your school – what do you want your pupils to get from it; what do you want local businesses/local community members to get from it; what topics do you want the interviews based around?

2. Put together a 'target list' of local people/businesses you would like to invite to attend. This should include their name, their e-mail address and postal address – if all these details are available.

3. Work with your senior management team to find a suitable date in the school calendar and set a time – it may take place as part of an after-school workshop or during a particular lesson.

4. Write a letter or e-mail to send to these contacts (a template letter is provided on the Communication Commitment website).

5. Send this letter or e-mail at least four weeks before the date you have picked.

6. When you know who is available to attend, let your pupils know so they can research into the businesses (if appropriate) and be prepared for who they are going to talk to.

7. Send a reminder e-mail or letter two weeks before the date of the interviews to the people due to attend.

8. Run a practice session with your pupils before the date to make sure they're prepared for the interviews.

9. After the interviews send a thank you letter to everyone who attended.