

## ***College Fair Checklist***

### **Before the Fair**

- Review location details and pack your materials.
- Review College Fair and B-W Information in your APART handbook.
- Review NACAC Statement of Principles (Appendix B) and NACAC College Fair Guidelines in your APART handbook.

### **During the Fair**

- Arrive early and check-in with the fair organizers. Set up table before students arrive.
- Offer to answer questions. Many students are beginning their search and will not have many questions at this point. Typically juniors and seniors attend college fairs.
- Remain behind the table and do not give away any promotional items (stickers, pencils, etc.).
- Remind students that additional information will be mailed to students completing Inquiry Cards.
- Encourage students to call the admission office if they have questions that you are unable to answer.

### **After the Fair**

- Complete your evaluation of the fair on the APART College Night Program and College Fair Evaluation Form.
- Return completed Inquiry Cards, the APART College Night Program and College Fair Evaluation Form, and extra informational materials about the fair in the postage paid envelope the day after the fair.