

COLLEGE FAIR TIPS

DO ...

- / Review the Old God, New Blue training materials before the college fair
- / Introduce yourself and speak clearly
- / Be positive, professional and enthusiastic
- / Stand behind your table at all times
- / Stand up at all times, if possible
- / Set up table by the time the fair begins
- / Smile
- / Share how WVU shaped the successful professional you are today
- / Have fun

DON'T ...

- / Put other schools down or be negative
- / Pass out promotional items (pens, stickers, candy, personal business cards, etc.)
- / Promise admission or financial aid to students or families
- / Guess about the facts; it's OK to say "I don't know" and direct them to the Office of Admissions
- / Leave until the fair concludes

Let's go.[™]

TABLE SETUP

- ✓ Place the tablecloth with WVU logomark facing away from the table
- ✓ Place any pop-up signs on the top of the table
- ✓ Place the following handouts around the table for easy reference as students visit the table:

Roadpiece:

contains all of the general information a prospective student needs, including costs, admission requirements, majors, etc.

TUMAY card:

also known as inquiry cards, which students will complete to be added to our database and mailing lists

AFTER THE FAIR

- ✓ Place TUMAY cards in pre-paid return envelope
- ✓ Fold tablecloth and place in second pre-paid return envelope
- ✓ Place both in your mailbox to send back to us in Morgantown
- ✓ Complete college fair evaluation from the college fair host (not all college fairs will have this option)
- ✓ Check your email for a Fair Evaluation from Allyson

QUESTIONS? CONCERNS? CAN'T ATTEND THE FAIR?

Contact Allyson Cannon
acannon2@mail.wvu.edu
301-606-1141

*Thank you for attending this college fair
on behalf of West Virginia University!*