**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
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!