

# MONTANA COLLEGE FAIR | SEPTEMBER

## SITE COORDINATOR JOB DESCRIPTION



# MONTANA COLLEGE FAIR

## SITE COORDINATOR JOB DESCRIPTION

### BEFORE THE FAIR:

1. Reserve the facility and equipment for the fair.
2. Arrange for tables based on the number of participating institutions.
  - Each table should have at least one chair behind it.
3. Arrange for some type of hospitality to be provided for the representatives and high school counselors. At the very least, you should provide water, coffee, and cookies. You may also provide more hardy snacks of some kind (donuts, muffins, fruit, etc. ).
  - *MPSEOC appreciates any in-kind donations towards the food and beverage provided. If your institution can help pay for the cost, please take advantage of that, and we sure appreciate that help as the fairs become more expensive each year. If you do require MPSEOC to pay, please limit your expenses to around \$150-\$200.*
4. Coordinate participation (including arrival and departure times) with each attending high school. Please try to plan arrival and departure times to provide optimal traffic flow/crowd control at all times.
5. We will need a few extra helpers at the entrance of the fair. If you could find at least 2 extra helpers from your school to help hand out bags and welcome cards to students the day of the fair that would be a huge help being that we will not have as many sponsors at the fairs due to our online registration of students for the Fairs and College Ca\$h Scholarships. Thank you!

### ON THE DAY OF THE FAIR

1. If possible, reserve a parking area and loading/unloading spot around the site.
2. Set up tables and other equipment (i.e. microphone) at site facility.
  - Please see the "Suggested Site Layout" diagram for guidance on how to arrange tables.
3. Assign tables for each participating institution by using the provided signs.
4. Distribute any necessary handouts for the representatives.
  - Note: Only the first site for each week will distribute MPSEOC material (*Welcome Card, Representative Evaluation, and Code of Ethics*). You may provide your own information for the representatives as well if you would like -- such as additional site instructions or fair programs.
5. Provide labeled boxes for each high school counselor to take with them from the fair (these boxes are used for "drop" boxes for information from colleges).
6. Provide hospitality for college representatives and high school counselors.
7. Take attendance of participating institutions. Report any missing or late institutions to Amy Leary, MPSEOC Executive Director.
8. Be available to answer any questions or concerns from representatives, high school counselors, or students.

### AFTER THE FAIR

1. Clean up the site and recycle any leftover materials.
2. Submit any receipts for hospitality or equipment. Please submit receipts for reimbursement no later than November 30 (necessary for fiscal year resolution).
3. Report any fair violations (see the enclosed *Code of Ethics for Admission Professionals*) to Amy Leary in writing.
4. Provide any suggestions or observations about the fair to Amy Leary.

*Our sincerest thanks for all your help!  
We simply could not make these Montana Fairs a success without you!*