

### ***LOGISTICS AND HINTS FOR COLLEGE FAIRS***

- Please plan to arrive **30 minutes** prior to the start of the fair to check in and setup your table.
- Arrange the materials provided by the Admission Office in a manner that is eye-catching, yet convenient for those who wish to browse and select brochures.
- The course catalogue is **NOT** for distribution. Students who request a catalogue, view books, and/or application must fill out an inquiry card.
- Be familiar with the contents of the brochures so that you may answer students' questions about Connecticut College.
- The questions you encounter will be of a rather general nature. If, however, you are unable to answer a question, note it on the student's inquiry card and assure him/her that someone from the Admission Office will respond.
- Try to strike up conversation. Make students and parents aware of your relationship with Connecticut College.
- Encourage all interested students to fill out an inquiry card. By filling out an inquiry card, students will be entered into our database and will receive various publications.
- The day after the program ***please return all completed student inquiry cards and the completed evaluation sheet in the pre-addressed envelope provided.***
- Keep the remaining materials for future fairs.

### **THANK YOU AND HAVE FUN!**

Please direct any questions, suggestions or concerns regarding the coverage of College Fairs to: Shalini Uppu  
Phone: 860-439-2200  
Email: CAAP@conncoll.edu