



# Checklist for Fair Coordinators and Counselors

## REMIND COLLEGES

- Send the College Confirmation Email to reps along with your confirmation materials

## STUDENT PRE-REGISTRATION

Direct students to [www.strivefair.com](http://www.strivefair.com), the student registration website.

(Remember: *strivefair.com* is for students, *strivescan.com* for primarily for colleges)

### Communicate with Families

- Send Registration Email to students/parents (approx. 1 week in advance)
- Add links to [www.strivefair.com](http://www.strivefair.com) on your website, press releases, and in announcements. Sample language: "It's free to attend the fair, but save time by registering in advance at [www.strivefair.com](http://www.strivefair.com)"

### Coordinate with Counselors and Invited High Schools

- In-class registration (advisory period, homeroom, etc.)
- On the bus, on the way to the fair (ask students to show barcode as pass to exit bus)

## STUDENT ON-SITE REGISTRATION

### Signage

- Print PDF handouts (cut half-sheets or quarter-sheets)
- Hang posters and full-sheet PDF flyers at the entrance

### Greeters

- Provide Greeters with Script and instructions
- Front Door: Position Greeters at the front door with Handouts when families first enter
- Room/Venue Entrance: Before entering fair or when handing out bags/maps, ask again, "Do you have a barcode?"

## FOR COLLEGES ON-SITE

- Print copies of the College Rep Cheat Sheet and place one on each college's table

## QUESTIONS?

- Fair coordinators may contact Dan Saavedra at [dan@strivescan.com](mailto:dan@strivescan.com), (312) 380-0630