SITE COORDINATOR QUICK GUIDE

IMPORTANT NOTES FOR SITE SET-UP

Every fair site is different. Use the layout that best serves students and representatives **safely**. The suggested layout on page 2 is a starting point - adapt it to your space.

1 MPSEOC TABLE AT THE ENTRANCE

Place an **MPSEOC table at the entrance**. It serves as an information center and provides a way to connect with high school counselors as they enter the fair.

2 PLAN THE ENTRY + SCANNING AREA

Place **two tables for Handouts & Bags** next to the opening of the entry way, plus **two tables for scanning** once students enter. Refer to the accompanying “Tables Needed for the Fairs” sheet for the exact number of tables needed at your site.

3 USE THE TABLE SIGNS IN THE ORDER PROVIDED

The mailed signs are already arranged in the correct semi-alphabetical order with these adjustments built in:

- **Military:** Spread branches throughout the site and avoid aisle ends to reduce crowding.
- **UM + MSU:** Place the University of Montana and Montana State University on opposite ends of the site and not in the entry aisle because both are busy tables.
- **Connected 2-year campuses:** Keep paired campuses next to their main campus: UM + Missoula College; Montana Tech + Highlands College; MSU + Gallatin College; MSU Billings + City College.

4 SEPARATE SIMILAR MSU TABLES

If MSU-Bozeman and MSU-Billings / City College would fall right next to each other, **put at least one school between them** to avoid confusion because their colors and logos are similar.

5 WHAT GOES ON EACH TABLE

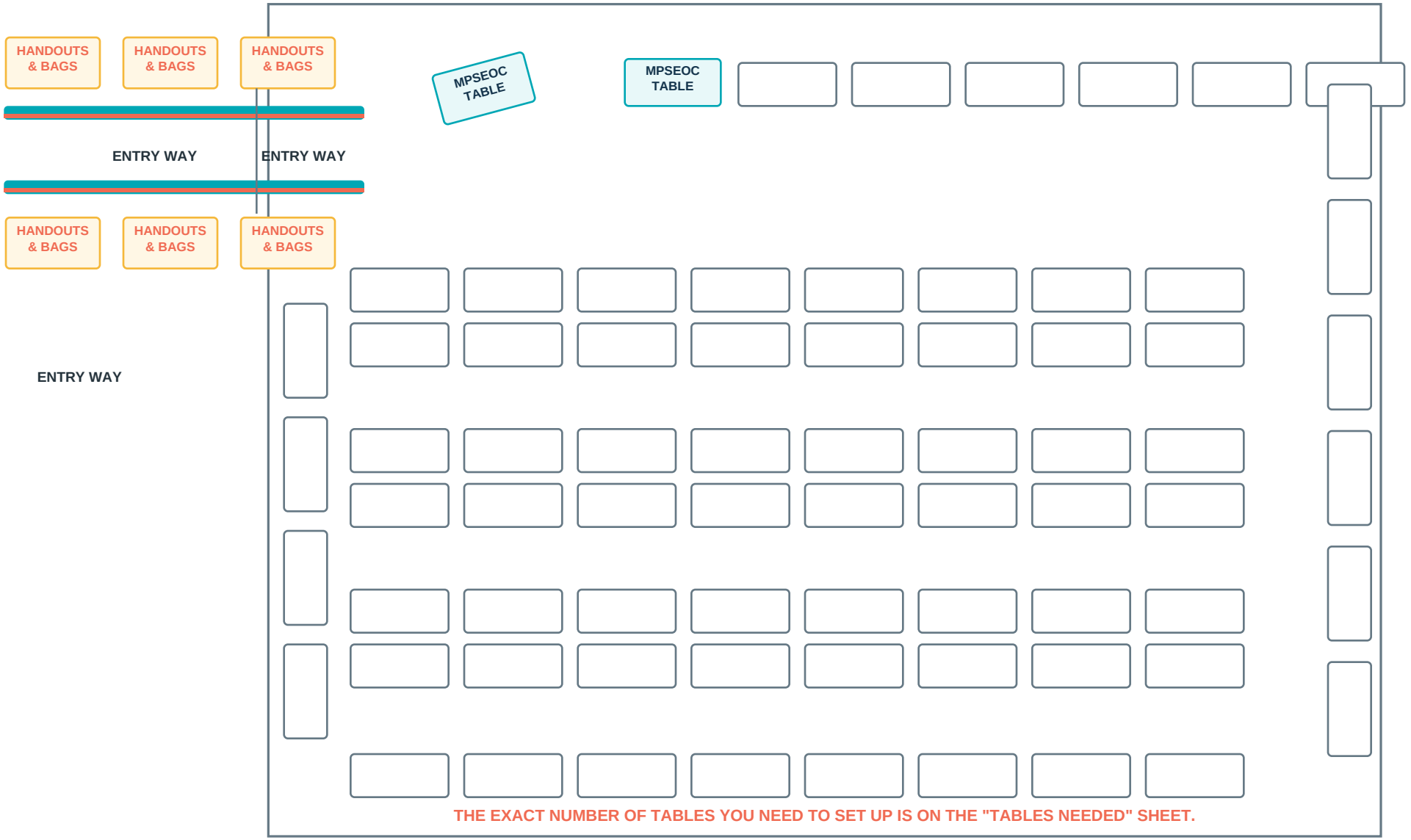
The only item you need to place on each table is the **name sign provided**. For **Havre, Bozeman, or Butte**, please have a few helpers available the morning of the fair to help Amy place: Table Name Sign, Welcome Note from MPSEOC, Code of Ethics for Admission Professionals, Representative Evaluation, and Scanner & Safety Information. Amy will bring these materials.

6 REPRESENTATIVES CARRY MATERIALS FOR THE WEEK

Representatives are responsible for carrying the materials with them for the entire week. The above-mentioned items will be included in your mailed packet arriving in early September.

TABLE SET-UP | MONTANA COLLEGE FAIR

SUGGESTED SITE LAYOUT - PLEASE SEE "TABLES NEEDED FOR THE FAIRS" SHEET FOR THE EXACT # OF TABLES YOU NEED. THANK YOU!



Same layout pattern as the original diagram, with updated styling for easier reading.