



SITE HOST PACKET

MONTANA

COLLEGE & CAREER FAIRS

EASTERN REGION FAIRS

CENTRAL REGION FAIRS

WESTERN REGION FAIRS

www.MontanaColleges.com
406. 531.3531 or Amy.Leary@MontanaColleges.com
P.O. Box 7548, Missoula, MT 59807

MONTANA POST SECONDARY EDUCATIONAL OPPORTUNITIES COUNCIL | MPSEOC

MONTANA COLLEGE FAIR | SEPTEMBER

SITE HOST JOB DESCRIPTION



MONTANA COLLEGE FAIR

SITE HOST & 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 one chair behind it with a stack of a few extra chairs available for use if needed somewhere in the fair.
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 hearty 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 \$300-\$350.*
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. Submit all fair details to MPSEOC | Such as: site contact person, parking details, maps, safety requirements, recommendations, etc. will need to be shared with MPSEOC for promotion out to high schools, exhibitors, etc.
6. 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
7. **Event Safety & Security.** As the area Fair Site Host, you agree to have full control of our site safety & security plan for your area fair. Your team has full control over the flow of traffic, event setup, event security, high school scheduling, safety requirements/recommendations, & overall onsite event management. Many thanks for all your team efforts to make this statewide service to students happen each year!

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. **Event Safety & Security.** During the event, your team has full control over the flow of traffic, event setup, event security, high school scheduling, safety requirements/recommendations, & overall onsite event management.
8. **Take attendance of participating institutions.** Report any missing or late institutions to Amy Leary, MPSEOC Executive Director.
9. 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 *Code of Ethics for Admission Professionals*) to Amy Leary in writing.
4. Provide any suggestions or observations about the fair to Amy Leary.

Thank you for all your team efforts to make this event a success and great, safe service for students.

2026 MONTANA COLLEGE & CAREER FAIRS

MONTANA POST SECONDARY EDUCATIONAL OPPORTUNITIES COUNCIL | MPSEOC



MONTANA COLLEGE & CAREER FAIRS

***PLEASE CHECK THE
FAIR LOCATION & DATE
FOR YOUR HIGH SCHOOL**

EASTERN REGION FAIRS

SEPTEMBER 14-17, 2026

CENTRAL REGION FAIRS

SEPTEMBER 21-24, 2026

WESTERN REGION FAIRS

SEPTEMBER 28 – OCTOBER 1, 2026

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MONTANA

FALL COLLEGE & CAREER FAIRS SCHEDULE OF EVENTS | SEPTEMBER 2026

EASTERN REGION

Day Date	Time	Host Institution, City Location
Monday September 14	12:30 p.m. – 2:30 p.m.	MSU-Northern, Havre @ College Gym
Tuesday September 15	9:00 a.m. – 10:30 a.m.	Glasgow High School, Glasgow @ High School Gym
Wednesday September 16	9:00 a.m. – 10:30 a.m.	Sidney High School, Sidney @ Gym
Wednesday September 16	1:00 p.m. – 2:30 p.m.	Dawson Community College, Glendive @ College Gym
Thursday September 17	8:00 a.m. – 9:30 a.m.	Miles Community College, Miles City @ College Gym
Thursday September 17	1:00 p.m. – 2:30 p.m.	Colstrip High School, Colstrip @ High School Gym

CENTRAL REGION

Day Date	Time	Host Institution, City Location
Monday September 21	9:15 a.m. – 10:45 a.m.	Montana State University, Bozeman @ Strand Union Ballrooms
Monday September 21	1:30 p.m. – 3:00 p.m.	Park Senior High School, Livingston @ Gym
Tuesday September 22	8:30 a.m. – 11:30 a.m.	MSU Billings, Billings @ Alterwitz Gym
Wednesday September 23	9:00 a.m. – 11:30 p.m. Fair 8:15 a.m. – 2:30 p.m. Expo	Fergus High School, Lewistown @ Trade Center @ The Fairgrounds <i>*NEW! MDLI Expo Included</i>
Thursday September 24	9:00 a.m. – 11:00 a.m.	University of Providence, Great Falls @ McLaughlin Center
Thursday September 24	1:30 p.m. – 3:00 p.m.	Conrad High School, Conrad @ Gym

WESTERN REGION

Day Date	Time	Host Institution, City Location
Monday September 28	9:00 a.m. – 11:00 a.m.	Montana Tech, Butte @ HPER Center Gym
Monday September 28	1:30 p.m. – 3:00 p.m.	Carroll College, Helena @ Campus Gym
Tuesday September 29	8:45 a.m. – 11:15 a.m.	The University of Montana, Missoula @ University Center Ballroom
Tuesday September 29	1:30 p.m. – 3:00 p.m.	Hamilton & Corvallis High Schools @ Hamilton High School Gym
Wednesday September 30	10:00 a.m. – 11:30 a.m.	Polson High School, Polson @ High School Gym
Thursday October 1	8:15 a.m. – 11:30 a.m.	Flathead High School, Kalispell @ High School Gym



2026 Montana September College & Career Fairs

Eastern Region Fairs (September 14 - 17, 2026)

High School	Fair Location	Date	Time
Big Sandy High School	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Bainville High School	Sidney	16-Sep	9:00 a.m.-10:30 a.m.
Baker High School	Glendive	16-Sep	1:00 p.m.-2:30 p.m.
Box Elder High School	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Brockton High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Carter County High School	Glendive	16-Sep	1:00 p.m.-2:30 p.m.
Chester-Joplin-Inverness HS	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Chinook High School	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Circle High School	Glendive	16-Sep	1:00 p.m.-2:30 p.m.
Culbertson High School	Sidney	16-Sep	9:00 a.m.-10:30 a.m.
Custer County High School	Miles City	17-Sep	8:00 a.m.-9:30 a.m.
Dawson High School	Glendive	16-Sep	1:00 p.m.-2:30 p.m.
Dodson High School	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Fairview High School	Sidney	16-Sep	9:00 a.m.-10:30 a.m.
Frazer High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Froid High School	Sidney	16-Sep	9:00 a.m.-10:30 a.m.
Glasgow High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Harlem High School	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Havre High School	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Hays-Lodge Pole High Sch	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Hinsdale High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Hysham High School	Colstrip	17-Sep	1:00 p.m.-2:30 p.m.
Lambert High School	Sidney	16-Sep	9:00 a.m.-10:30 a.m.
Lame Deer High School	Colstrip	17-Sep	1:00 p.m.-2:30 p.m.
Lodge Grass High School	Colstrip	17-Sep	1:00 p.m.-2:30 p.m.
Lustre Christian	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Malta High School	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Medicine Lake High School	Sidney	16-Sep	9:00 a.m.-10:30 a.m.
N. Cheyenne Tribal Schools	Colstrip	17-Sep	1:00 p.m.-2:30 p.m.
Nashua High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Opheim High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Pine Hills Youth Corr Facil HS	Miles City	17-Sep	8:00 a.m.-9:30 a.m.
Plentywood High School	Sidney	16-Sep	9:00 a.m.-10:30 a.m.

Eastern Region Fairs (September 14 - 17, 2026)

High School	Fair Location	Date	Time
Plevna High School	Miles City	17-Sep	8:00 a.m.-9:30 a.m.
Poplar High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Powder River Co Dist High	Miles City	17-Sep	8:00 a.m.-9:30 a.m.
Richey High School	Glendive	16-Sep	1:00 p.m.-2:30 p.m.
Rocky Boy High School	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Rosebud High School	Colstrip	17-Sep	1:00 p.m.-2:30 p.m.
Saco High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Savage High School	Sidney	16-Sep	9:00 a.m.-10:30 a.m.
Scobey High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Sidney High School	Sidney	16-Sep	9:00 a.m.-10:30 a.m.
St. Labre	Colstrip	17-Sep	1:00 p.m.-2:30 p.m.
Terry High School	Miles City	17-Sep	8:00 a.m.-9:30 a.m.
Turner High School	Havre	14-Sep	12:30 p.m.-2:30 p.m.
Westby High School	Sidney	16-Sep	9:00 a.m.-10:30 a.m.
Whitewater High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.
Wibaux High School	Glendive	16-Sep	1:00 p.m.-2:30 p.m.
Wolf Point High School	Glasgow	15-Sep	9:00 a.m.-10:30 a.m.

Central Region Fairs (September 21 - 24, 2026)

High School	Fair Location	Date	Time
Denton High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Augusta High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Belfry High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Belgrade High School	Bozeman	21-Sep	9:15 a.m.-10:45 a.m.
Belt High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Billings Career Center	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Billings Central Catholic	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Billings Christian	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Billings Skyview High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Billings Sr High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Billings West High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Bozeman High School	Bozeman	21-Sep	9:15 a.m.-10:45 a.m.
Bridger High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Broadview High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Browning High School	Conrad	24-Sep	1:30 a.m. - 3:00 p.m.

Central Region Fairs (September 21 - 24, 2026)

High School	Fair Location	Date	Time
C M Russell High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Cascade High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Centerville High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Central Catholic	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Central Catholic	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Choteau High School	Conrad	24-Sep	1:30 p.m. - 3:00 p.m.
Columbus High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Conrad High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Crossroads Alternative	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Custer High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Cut Bank High School	Conrad	24-Sep	1:30 p.m. - 3:00 p.m.
Dutton/Brady High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Ennis High School	Bozeman	21-Sep	9:15 a.m.-10:45 a.m.
Fairfield High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Fergus High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Foothills Community Christian	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Fort Benton High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Fromberg High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Gardiner High School	Livingston	21-Sep	1:30 p.m.-3:00 p.m.
Garfield Co Dist HS	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Geraldine High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Geyser High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Grass Range High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Great Falls High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Hardin High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Harlowton High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Harrison High School	Bozeman	21-Sep	9:15 a.m.-10:45 a.m.
Heart Butte High School	Conrad	24-Sep	1:30 p.m. - 3:00 p.m.
Heritage Baptist School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Highwood High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Hobson High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Huntley Project High Schl	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Joliet High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Judith Gap High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Laurel High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.

Central Region Fairs (September 21 - 24, 2026)

High School	Fair Location	Date	Time
Lavina High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Lone Peak High School	Bozeman	21-Sep	9:15 a.m.-10:45 a.m.
Manhattan Christian	Bozeman	21-Sep	9:15 a.m.-10:45 a.m.
Manhattan High School	Bozeman	21-Sep	9:15 a.m.-10:45 a.m.
Melstone High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Moore High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Mount Ellis Academy	Bozeman	21-Sep	9:15 a.m.-10:45 a.m.
MT Sch For Deaf & Blind HS	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
North Star High School	Conrad	24-Sep	1:30 p.m. - 3:00 p.m.
North Toole County High School	Conrad	24-Sep	1:30 p.m. - 3:00 p.m.
Paris Gibson Education Center	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Park City High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Park High School	Livingston	21-Sep	1:30 p.m.-3:00 p.m.
Plenty Coups High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Power High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Rapelje High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Red Lodge High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Reed Point High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Roberts High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Roundup High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Roy High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Ryegate High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Shelby High School	Conrad	24-Sep	1:30 p.m. - 3:00 p.m.
Shepherd High School	Billings	22-Sep	8:30 a.m.-11:30 a.m.
Shields Valley High Schl	Livingston	21-Sep	1:30 p.m.-3:00 p.m.
Simms High School	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Stanford High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Sweet Grass Co High Schl	Livingston	21-Sep	1:30 p.m.-3:00 p.m.
Three Forks High School	Bozeman	21-Sep	9:15 a.m.-10:45 a.m.
Treasure State Baptist Academy	Great Falls	24-Sep	9:00 a.m. - 11:00 a.m.
Valier High School	Conrad	24-Sep	1:30 p.m. - 3:00 p.m.
West Yellowstone HS	Bozeman	21-Sep	9:15 a.m.-10:45 a.m.
White Sulphur Springs HS	Livingston	21-Sep	1:30 p.m.-3:00 p.m.
Winifred High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Winnett High School	Lewistown	23-Sep	9:00 a.m.-11:00 a.m.
Yellowstone Academy	Billings	22-Sep	8:30 a.m.-11:30 a.m.

Western Region Fairs (September 28 - October 1, 2026)

High School	Fair Location	Date	Time
Broadwater High School	Helena	28-Sep	1:30 p.m.-3:00 p.m.
Alberton High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Anaconda High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
Arlee High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Beaverhead Co High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
Big Sky High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Bigfork High School	Polson	30-Sep	10:00 a.m. - 11:30 a.m.
Butte Central High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
Butte High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
Capital High School	Helena	28-Sep	1:30 p.m.-3:00 p.m.
Central Alternative	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Charlo High School	Polson	30-Sep	10:00 a.m. - 11:30 a.m.
Columbia Falls High Schl	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Corvallis High School	Hamilton	29-Sep	1:30 p.m.-3:00 p.m.
Darby High School	Hamilton	29-Sep	1:30 p.m.-3:00 p.m.
Drummond High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Ennis High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
Flathead High School	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Florence-Carlton HS	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Frenchtown High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Glacier High School	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Granite High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
Hamilton High School	Hamilton	29-Sep	1:30 p.m.-3:00 p.m.
Helena Capital	Helena	28-Sep	1:30 p.m.-3:00 p.m.
Helena Christian	Helena	28-Sep	1:30 p.m.-3:00 p.m.
Helena High School	Helena	28-Sep	1:30 p.m.-3:00 p.m.
Hellgate High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Hot Springs High School	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Jefferson High School	Helena	28-Sep	1:30 p.m.-3:00 p.m.
Libby High School	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Lima High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
Lincoln Co High School	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Lincoln High School	Helena	28-Sep	1:30 p.m.-3:00 p.m.
Linderman Education Center	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Loyola Sacred Heart	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Noxon High School	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.

Western Region Fairs (September 28 - October 1, 2026)

High School	Fair Location	Date	Time
Plains High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Polson High School	Polson	30-Sep	10:00 a.m. - 11:30 a.m.
Powell County High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
Riverside Youth Corr Facil HS	Helena	28-Sep	1:30 p.m.-3:00 p.m.
Ronan High School	Polson	30-Sep	10:00 a.m. - 11:30 a.m.
Seeley-Swan High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Sentinel High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Sheridan High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
St Ignatius High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
St Regis High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
St. Andrews School	Helena	28-Sep	1:30 p.m.-3:00 p.m.
Stevensville High School	Hamilton	29-Sep	1:30 p.m.-3:00 p.m.
Stillwater Christian School	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Superior High School	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Thompson Falls High Schl	Polson	30-Sep	10:00 a.m. - 11:30 a.m.
Troy High School	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Twin Bridges High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
Two Eagle River	Polson	30-Sep	10:00 a.m. - 11:30 a.m.
Valley Christian	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Victor High School	Hamilton	29-Sep	1:30 p.m.-3:00 p.m.
West Side Christian	Helena	28-Sep	1:30 p.m.-3:00 p.m.
Whitefish High School	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Whitefish Independent	Kalispell	1-Oct	8:15 a.m.- 11:30 a.m.
Whitehall High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.
Willard Alternative	Missoula	29-Sep	8:45 a.m.-11:15 a.m.
Willow Creek High School	Butte	28-Sep	9:00 a.m. - 11:00 a.m.

MONTANA FALL FAIR SITE HOST AGREEMENT

STANDARDS & JOB DESCRIPTION

Updated . 2026

- **Site Host Initial Fair Confirmation |**
 - **Submit initial agreement to host this year's area College & Career Fair. Confirm that you have secured and saved room reservations for this event. Deadline: Mid-February**
- **Site Host Fair Details | Submit Online Form & Agreement | Please confirm your site details in the following form. Deadline: Mid-June**
 - **Montana College Fairs | IMPORTANT - Site Host Agreement Form |** Please take a minute to update your information and agree to the site host terms. This form has last year's information to make it easy to edit. This link will be emailed to you in the spring. Thank you!
 - **Important Reminder |** Please know if you have changes after you submit this form, that is no problem. You will be able to update this information up until your fair time, and it will instantly update for all attendees to see. Thank you!
- **Site Host Standards & Code of Ethics**
 - No Special Site Host Campus Promotions.
 - We ask all Site Hosts to remain as neutral and unbiased as possible, so it is a welcoming experience for all exhibitors from other campuses, agencies, etc. but also for all attending high schools. This includes for instance:
 - No (non-permanent) campus signage at the entry way of the fair in the fair hosted building/room.
 - No campus handouts/give-aways in or near the fair building/room.
 - No campus mascots in or near the fair building/room.
 - Site Host Fair Attendance
 - We ask all site hosts to be at their fair at least an hour and half before the fair starts to help with final setup, last minute changes, etc.
 - Representatives often arrive about an hour early, and we want to ensure the host is there to welcome attendees and answer questions.
 - Campus Fair Helpers / Volunteers
 - We ask all Site Hosts to manage their fair volunteers.
 - Make sure that your volunteers understand these standards and codes of ethics.
 - Make sure you have enough helpers to meet your campus / event safety standards.
 - The Site Host is responsible for ensuring that all campus fair helpers know and follow these standards and code of ethics too. Thank you!

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- **Important Site Host Safety Reminders**

- **Site Full Control** | Each site has full control over the fair setup, process, traffic flow, and safety of the event. If you would like to have exhibitors, students, etc. to wear masks, you are welcome to mandate that for your fair. If you would like to adjust the flow of traffic or how the fair is setup, you have full control. We realize that each site has its own campus safety plan and a "one-size-fits-all model" does not work for these large events. Therefore, each site will get to choose those details, restrictions, rules, etc., and we will enforce whatever specifications your team would like for your area fair.
- **Safety Flexible** | We also will be keeping in touch up until your fair to make sure there are no last minute changes with safety developments.
- **Fair Attendance** | We will have final exhibitor table numbers for you by the end of August.
- **Live Safety Updates:** Once again, we will offer a live safety online form for attendees to access at any time, and for you to have access to update at any time.

- **Site Host Job Description**

- Included in this packet. Please take a look to make sure you have all the steps to host your fair successfully. We are here to help you. Please reach out if you have any questions or need help.

- **Current Schedule of Fair Events**

- Included in this packet. Please let us know if you have any changes at this time, as we will be keeping all high schools, students, exhibitors, etc. updated with any adjustments. We will share this current schedule and keep sharing updates as things may adjust and/or as each site chooses.

- **Expanded Career Exploration Growth @ Fairs**

- **We need your help!** | We are working hard to expand career pathways and exploration at the fairs. We have always had career options at the fairs too, but we are working hard to grow this even more due to counselors, students, parents, and beyond requesting more.
- **Please share your career contacts:** We need your help collecting any local career / businesses that would like to connect with high school students in helping them develop and learn about career pathways. If you have any "career/business" contacts, would you email them to us asap, and we will help reach out to them. Thank you so much!
- **Other ideas** | Also, if you have any other ideas, please run with them for your fair! Please reach out with any questions and/or ideas. We are excited to share ideas together on this new growth and service to students!

- **High School Attendance** | Please preview this current listing in your live online form. Please let us know of any changes you hear of as we get closer to your fair time. Thank you!

- The High Schools currently scheduled to attend your site are included in the online live form. As of current, we have the included high school's typically attend your fair. In early August, we encourage you to reach out to your attending high schools to let them know of your plan for the fair as far as bus parking, time to attend during the fair block, safety recommendations and/or requirements, etc. We recommend sending an email and a phone call. Thank you for your team efforts!
- Please know we are here to help if you need any help or if this is your first time being the "Site Host Coordinator." Please call anytime.

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- **More Fair Details |** Throughout the summer and early August we will be sharing any major updates and final details. Preview last year's details @ <https://www.montanacolleges.com/college-fairs-site-coordinators.html>
 - [Safety & Security for the Fair](#)
 - [Total Number of Tables Needed For Each Fair - Coming end of August!](#)
 - [Ideas For Site Setup/Suggested Site Layout](#)
 - [Which Montana High Schools are scheduled to attend your fair & the HS Counselor Contact Directory](#)
 - [Participating Institutions \(for all regions\) - Coming end of August!](#)
 - [Counselor Directory](#)
 - [Code of Ethics for Admissions Professionals](#)
 - [& More](#)

- **Do you have questions? | Fair Site Host Live Q&A Session**
 - Please reach out anytime with questions. Amy.leary@montanacolleges.com / 406.531.3531.