

IMPORTANT NOTES FOR SITE SET-UP

MPSEOC understands that each site will be different and not all sites have the ability to put everyone into one room or in this order. However, you'll find a suggested layout on the back of this page which may be helpful in arranging your site. Please arrange your site in the way that best serves students and representatives.

Some important things to remember about any site set-up:

1. MPSEOC should have a table at the entrance to the site. This table is used as an information center and a way to contact high school counselors on their way into the fair.
2. Handouts & Bags will need **two tables** next to the opening of the **ENTRY WAY**. And another **two tables** for the scanning area once students enter the entry way. Please see the accompanying letter for the number of tables you'll need at your site.
3. The Table Signs we will mail to you in early September are in the correct order. It is semi-alphabetical order with the following exceptions:
 - **The Military** should be spread out among the site and should always avoid the ends of aisles (in order to prevent them from standing in front of or on the side of their tables).
 - **The University of Montana and Montana State University** should be placed on opposite ends of the site and not in the entry way isle in order to avoid congestion (as they both are among the busiest tables).
 - **The connective 2 year campuses of UM and MSU's** (The Colleges) I have already paired these in the printed signs with their main MSU or UM campus, and they should be placed next to each other. This includes: UM & Missoula College; MT Tech & Highlands College; MSU and Gallatin College; MSU Billings & City College.
4. **Please do not place MSU-Bozeman and MSU-Billings/City College MSU Billings right next to each other.** Put at least one school in between them (this is to avoid confusion since the colors and logos are so similar).
5. **The only thing you will need to place on each table is the name sign provided.** However, if you are Havre, Bozeman, or Butte, you will need to place the following on each table:
 - *Table Name Sign*
 - *Welcome Note from MPSEOC*
 - *Code of Ethics for Admission Professionals*
 - *Representative Evaluation*
 - *Scanner Information*
6. **The representatives will be responsible for carrying those materials with them for the entire week.** All of the abovementioned items will be included in your mailed packet that will arrive early September.

