

# MONTANA COLLEGE FAIR | SEPTEMBER

## SITE HOST JOB DESCRIPTION



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## 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 at 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 \$200-\$250.*
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, COVID-19 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, COVID-19 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.*