Thank you for your willingness to represent Dartmouth at a college fair. Many prospective students tell us that they first learned about Dartmouth, or became excited about Dartmouth, through meeting an alumni representative at their local college fair. So thank you for helping recruit the future classes of Dartmouth students!

Here are the steps to follow to prepare for a college fair:

1. Your DED will reach out to you if he/she needs representation at a fair. If there is a fair that you would like to attend, reach out to your DED and the Admissions Office (Admissions.College.Fair@dartmouth.edu).

2. Request materials.
   a. If you have agreed to cover a college fair as requested by the Admissions Office, we will ship materials to you to use at the College Fair.
   b. If you have found a college fair on your own and would like to attend, our office needs at least 2 weeks advance notice to ship you the box of brochures to distribute at the fair. To request your College Fair Kit, please email Admissions.College.Fair@dartmouth.edu and include the following:
      - Subject line: COLLEGE FAIR KIT
      - Your full name
      - Your preferred mailing address (a reliable place to ship a medium-sized box)
      - Your telephone number (required by the FedEx label)
      - Your email address (required by the FedEx label)

3. Explore our website and brush up on new information about Dartmouth! Here are a few good places to start:
   - FACTS webpage (inc. testing data, admissions stats, etc): http://www.dartmouth.edu/admissions/facts/
   - LEARN webpage (click on “Beyond the Classroom” for info about housing, dining, and other common questions): http://www.dartmouth.edu/admissions/learn/
   - Q & A webpage: http://www.dartmouth.edu/admissions/answers/

4. Receive your kit and read through the brochures. Many of the questions that prospective students will ask you are answered in our publications.

5. The day of the college fair:
   - Arrive approximately 30 minutes early so you have time to find the right room and set up your table.
   - Your role is to be a warm, welcoming representative of Dartmouth, and to answer questions to the best of your ability. Some questions will be simple (eg. where is Dartmouth?) and others that may call for you to share an anecdote from your Dartmouth experience (or that of your friends, current students you know, etc). If students ask specific questions regarding the admission process, please direct them to reach out to us at admissions.reply@dartmouth.edu or 603-646-2875.
   - Students may try to give you a name card or ask if they can put their name down for the mailing list. We do not take down names at college fairs. Instead, refer all students to our website to sign up for the mailing list online (a link to this site is at the bottom of the Dartmouth Class of 2018 profile).
   - If students have specific questions that stump you, just point them to our website (listed on all brochures). They can find LOTS of information there, plus our office contact info if they want to email or call with their question.
   - Students may “line up” at your table to ask questions. To limit repetition, answer questions to the whole crowd gathered by your table (not just the one student that asked the question).
   - Enjoy the conversations. Your overall energy and enthusiasm for Dartmouth will be more memorable than the specific answers you provide, so have fun!
   - How to set up your table:
If you happen to have scotch tape available:

- Placeholder General Info Sheet
- Placeholder Profile

If you do not have tape:

- Placeholder General Info Sheet
- Placeholder Profile
We will send you multiple copies of the four pieces outlined in red. These are pieces you can give to students. The remaining 3 pieces should be used as table copies for students to look over but not take from the table (we do not need these back so you are welcome to give them away at the end of the fair).

6. After the college fair:
   - In order for our office to assess the productivity of the college fair, we kindly ask that you take a few minutes to fill out our google doc evaluation which can be found at: https://docs.google.com/forms/d/131twhYmtEVvNLUS0pDEV2ZQIObmzUaQHhFDduiNYwX4/viewform?c=0&w=1&usp=mail_form_link