

College Fairs

Instructions for Alumni Representatives

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. RSVP – coordinate this with your local DED.
2. Request materials. 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 Candy.Durkee@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 UPS label*)
 - Your email address (*required by the UPS label*)
3. Explore our website and brush up on new information about Dartmouth! Here are a few good places to start:
 - Reference materials on our interviewer's webpage: <http://www.dartmouth.edu/~interviewers/useful/>
 - 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 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 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!