

College Fair Checklist

Before the fair:

- ☐ Review the [list of colleges attending our fair](#) and make a list of the colleges you want to visit.
- ☐ Brainstorm a list of questions you'd like to ask so you don't have to come up with them on the fly. Write them down on a cheat sheet in a notebook and carry it around with you.
- ☐ Bring your list of colleges, list of questions, a pen, a notepad/paper, and a bag to carry all your materials in.
- ☐ Make sure you know your GPA, test scores, and contact info. Most colleges will have inquiry cards that they will want you to fill out after speaking with them, which will place you on their mailing list and give you credit for demonstrated interest, if they track it.
- ☐ Pick out a business casual outfit to wear to the fair. When you look your best, you perform your best!
- ☐ If you haven't already created a "professional" email that is specifically for things like applying to college, scholarships, registering for SAT/ACT, etc., make one before this event. Use this email when filling out inquiry cards.

While you're at the fair:

- ☐ Take a deep breath. You've got this!
- ☐ You will receive a list of all the colleges and their table numbers when you arrive. Identify the location of your top schools and visit those first.
- ☐ If you get to a school's table and find a big line, don't waste your time waiting in it. Head out to one of the other places on your list and come back later.
- ☐ Introduce yourself with your name. Then ask your questions and try to take notes so you remember what stood out to you at each school.
- ☐ Keep an open mind! While it's great to let the plan you've made guide you, don't let it limit you either. Maybe there is a new school there that catches your eye, or a college representative asks you a question you didn't anticipate. Take a deep breath and adapt accordingly. You may be surprised by what the diversion could offer you.
- ☐ If the rep asks you to fill out a form with your name and email address or other info, do it (unless you are not interested in the school at all). This will add you to the college's mailing list. While the emails may be annoying, filling this out lets the school know you stopped by the table and if they track demonstrated interest, now they know you're interested! You can always unsubscribe if you change your mind later.
- ☐ Check out some other booths when you're done with the colleges on your list. You may stumble onto a great college you hadn't considered.
- ☐ You'll receive a lot of college brochures, business cards and information to take home with you!

After the fair:

- ☐ Organize the college material you collected and review it that week while it's fresh in your mind.
- ☐ Go over any notes you took during the fair. Ask yourself which colleges stood out and why.

- ☐ Throw out the pamphlets of colleges you've ruled out so you can focus on colleges you're interested in.
- ☐ For any of the schools that interested you, send the college reps you spoke with a thank-you email, let them know you're interested in their school, and ask any follow-up questions you have. When contacting colleges, keep it short, polite, and professional.
- ☐ Do more research on the colleges that interested you. Explore their websites, contact the admissions office, or plan a campus visit. If you liked what you saw at the fair, it may be time to see the college in person!
- ☐ Pat yourself on the back – you did it!