Preparing for the Organization Fair:

Please review the following expectations and tips, which will help prepare you for a successful Organization Fair experience and get your organization off to a great start:

- Complete the registration form in its entirety online via OrgSync.
- Check to make sure your student organization profile in OrgSync is up to date. The OrgSync website has been updated and there are new functions, as well as new fields for your organization to complete.
- Communicate with members from your student organization to plan and prepare for your Organization Fair table. There will be less work on just one person and you'll have more fun. Remember to include those members who are a part of your organization but who might not hold a leadership position.
- Create a display that is engaging and will appeal to your audience. You will be provided with a banquet table 6 feet in length and two chairs.
- Brainstorm with organization members a creative giveaway to pass out to visitors at the fair (if you would like).
- Arrive to set up your Organization Fair display on time. You will be able to check in at the Student Activities table starting at 2:00pm. We suggest that you check in by 2:45pm at the latest. If you have not checked into the Student Activities table by 2:55pm then your table will be forfeited.
- Have members available at your Organization Fair table to answer questions. Be proactive and approach students instead of just setting up a display and standing beside it.
- Have a sign-up sheet ready to collect the name, email and phone of those interested in being a part of your group.
- Do not expect to have access to electrical outlets. Generators are not permitted. We ask that any music or recorded sound be played only at a level that does not impede conversations at the table next to you.
- Plan when and where your first meeting after the Organization Fair will be. Have this information ready to give to new members so they can plan to attend.
- Follow up with interested students within a week of the Organization Fair with a personal e-mail or phone call to let them know of your meeting. The personal touch will help make your organization stand apart.
- Have fun!

If you have any questions regarding the Organization Fair please contact Cat McGuire Carnley at cmcguirecarnley@fit.edu or 321-674-8080.