

# HARVARD COLLEGE



OFFICE OF STUDENT ENGAGEMENT

UNIVERSITY HALL, GROUND FLOOR  
CAMBRIDGE, MASSACHUSETTS 02138

## Student Involvement Fair Guidelines for Student Organization Leaders

**When:** Friday, September 6<sup>th</sup>

**Time:** 3:30-5:30PM (setup begins at 2:30PM)

**Where:** Tercentenary Theater

### Rules of the Fair

- Please **stay at your assigned table**. Refer to the directory listings to find your organization.
- Please **stay within a 5' radius of your table** due to limited space, and out of fairness ~~to all~~ organizations, as well as to ensure an orderly experience for students.
- Your table should have **at least one representative at all times** from 3:30-5:30pm to greet students, but it should **not have more than four representatives at the table** due to space constraints.
- **No latex products** (most notably, balloons) are permitted at the Fair.
- **No electricity** is provided. **No running of extension cords**.
- Ensure music is at a reasonable volume so as to not interfere with adjacent tables.
- If you are planning to display a demonstration at your table that might be disruptive or create safety concerns for those nearby, please contact the Julie Leist ([jleist@fas.harvard.edu](mailto:jleist@fas.harvard.edu)) for review by 8/27/18.
- At the conclusion of the Fair, please make sure your table and surrounding area are clean.

**Please find below tips from past student organization leaders about planning your organization's presence at the Fair:**

- Develop a plan for how to prepare for the Fair: assign responsibility for staffing, handouts, displays, etc.
- Plan to arrive early at 2:30PM to set up, so you don't feel rushed to be ready by 3:30pm. Consider coming to the SOCH the night before to print materials.
- Ensure handouts are interesting and have sufficient information to attract students and contact information for them to connect and find out more, i.e., link/QR code to website/facebook page, email, listserv signup.
- Displays should be large, simple and clear to read and digest. Capture the highlights, so it is not overwhelming.
- Create a concise "elevator" speech that efficiently presents your organization's purpose and activities. There is a lot to take in, so students do not have much time at each table. They will want to understand your organization so that they can decide whether to sign up now, later or not at all, and move on to other tables.
- Be ready to answer key questions about your organization: time commitment, comp process, active membership size, key events and activities.
- Show enthusiasm about your group, but interact appropriately and respectfully with students.

- Be friendly! Most of your potential members are new students, so introduce yourself and connect through personal interests, so that they feel comfortable with a connection to your group.
- Be clear about what “signing up” commits a student to. Receiving one email to get more info? A reminder to come to your first group meeting? Being added to the listserv? Becoming an active member? Tell the student how
- Consider not using a paper sign-up sheet, since you’ll have to transpose it later to an electronic format for it to be useful. Make sure to bring fully-charged laptops, since there is no electricity provided in the yard.
- Students will often search for additional information after the Fair, so be sure that all your websites are updated with accurate information.