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 do not feel rushed to be ready by 3:30pm. Consider coming to the SOCH the night before to print materials, since the SOCH copy machine is often very busy just prior to the Fair.
- 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.
- 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 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! All of your potential members are accepted students, so introduce yourself and connect through personal interests, so that they feel comfortable with a connection to your group.
- Accepted students will often search for additional information after the Fair, so be sure that all your websites are updated with accurate information.
Rules of the Fair

Space
SOCH Office Tenants:
Organizations with offices should use their offices throughout the Fair and are not permitted to set up in the hallways or other common areas. No more than 1 person should be recruiting outside their office door at any given time to avoid blocking the flow of traffic.

All other Organizations:
Each organization will be allocated either one four-foot table or one half of an eight-foot table. Please remain behind your table for the entire fair to avoid blocking the flow of traffic.

Participation
Each student organization will send no more than 2 members at a time to staff its table. Please be respectful of neighboring groups. If your organization shares an office, please be respectful of the other organization’s setup.

Posting
If your organization is near polygal (translucent plastic) or wooden walls, please do not tape or tack anything to them as it will damage the surface. Other groups will be near blue, green, or orange fabric-like paneling to which things can be tacked.

Sound
Any music or presentations must be kept to a reasonable volume. No megaphones allowed.

Furniture
Tables and other SOCH furniture may not be moved. Chairs will be made available. On the First Floor, chairs will be in room 108. On the Penthouse level, chairs will be outside P02.

Arrival
You may arrive as early as 2:30pm on Sunday to set up, but not earlier. Please plan to arrive no later than 3:00pm. This will allow your organization to find its assigned table and set up before the Fair begins.

Clean Up
At the conclusion of the Fair, organizations will be required to clean up their tables and areas. There will be trash bins on the First and Penthouse levels and in the trash rooms, 225 and 325.