



## **TO BE COMPLETED BY COLLEGE FAIR CHAIR**

**Description of College Fairs for Registration Page (short general paragraph)**

**Content for Confirmation Email to include Amount Due**

**Content for Reminder Email**

**Member Registration Cost**

**Early: \$**

**Regular: \$**

**On Site: \$**

**For Profit Training Cost *(in addition to above fees)***

**Early Registration Begins (all same date):**

**Regular Registration Begins (all same date):**

**Onsite Registration Begins (one week before the individual fair):**



## **TO BE COMPLETED BY COLLEGE FAIR SITE CHAIR**

**Location:**

**Registration Limit/# of Tables:**  
***CANNOT CHANGE!***

**Location on campus:**

**Complete Street Address:**

**City:**

**State:**

**Zip:**

**Date:**

**Start Time:**

**End Time:**

**Additional Times *(if appropriate)*:**

**Site Website:**

**Site Chair:**

**Cell Number:**

**Email address:**

**Suggested Lodging If applicable:**

**Hotel**

**Address**

**Website**

**Specific Site Email (with details re: parking, arrival, information sessions, etc.)**