**How to Build an Access Transition Fair at your Institution**

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Detailed Planning Steps

1. **Develop a structure and budget for your event** 
   1. Items to consider:
      1. Space limitations
      2. Number of participants that can be accommodated within event budget
      3. Topics to be covered during event
      4. Engagement of participants
      5. Facilities costs
      6. Food costs
      7. Event security
      8. Cost of promotional and informational items
      9. School district schedules
2. **Create a communication and marketing plan for your event**
   1. Consider:
      1. Collaborating with institution marketing and public relations departments
      2. Sending “save the date” well in advance
3. **Assemble campus and community partners**
   1. Consider:
      1. Ways to encourage buy-in from partners
      2. Creating and utilizing an advisory committee
4. **Create a list of high schools to invite**
   1. Information about high schools from office responsible for recruiting
   2. Area high schools
   3. High school counselor information from regional transition coordinators working with state agencies.
5. **Secure necessary resources and items for event**
   1. Facilities
   2. Volunteers
   3. Food for event attendees
   4. Promotional and informational items
   5. Parking spaces for event attendees
   6. Presenters
   7. Assistive technology and adaptive equipment
6. **Develop evaluation plan for your event**