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

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Planning Timeline

**1 Year Before:**

* Develop event structure and budget
* Choose event date
* Create communication and marketing plan

**9 Months Before:**

* Create list of schools to invite
* Assemble campus and community partners
* Begin executing marketing and communication plan
* Begin securing resources and ordering items for event

**6 Months Before:**

* Develop evaluation plan for event
* Continue to secure resources
* Continue marketing and communication plan
* Send "Save the Date" to high schools

**4 Months Before:**

* Send official invitation to high schools with any required waivers
* Send invitation to campus and community partners who will be providing information for event attendees

**1 Month Before:**

* Confirm everything: facilities, presenters, catering, etc.

**1 Week Before:**

* Verify final head count and send to participating organizations
* Send parking information, agenda, campus map, driving directions, check-in information
* Send presenters and participating organizations event day details

**2 Days Before:**

* Pull together all informational and promotional materials as well as items needed for event.
* Begin setting up for event as early as possible

**After Event:**

* Collect evaluations, compile, analyze and report
* Send thank you notes to campus and community partners as well as presenters and volunteers
* Begin preparing for next year's event!