



SITE HOST PACKET

MONTANA COLLEGE & CAREER FAIRS

EASTERN REGION FAIRS

SEPTEMBER 9-12, 2024

CENTRAL REGION FAIRS

SEPTEMBER 16-19, 2024

WESTERN REGION FAIRS

SEPTEMBER 23-26, 2024

www.MontanaColleges.com
406. 531.3531 or Amy.Leary@MontanaColleges.com
P.O. Box 7548, Missoula, MT 59807

MONTANA POST SECONDARY EDUCATIONAL OPPORTUNITIES COUNCIL | MPSEOC

MONTANA COLLEGE FAIR | SEPTEMBER

SITE HOST JOB DESCRIPTION



MONTANA COLLEGE FAIR

SITE HOST & SITE COORDINATOR JOB DESCRIPTION

BEFORE THE FAIR:

1. Reserve the facility and equipment for the fair.
2. Arrange for tables based on the number of participating institutions.
 - Each table should have one chair behind it with a stack of a few extra chairs available for use if needed somewhere in the fair.
3. Arrange for some type of hospitality to be provided for the representatives and high school counselors. **At the very least, you should provide water, coffee, and cookies.** You may also provide more hearty snacks of some kind (donuts, muffins, fruit, etc.).
 - ***MPSEOC appreciates any in-kind donations towards the food and beverage provided. If your institution can help pay for the cost, please take advantage of that, and we sure appreciate that help as the fairs become more expensive each year. If you do require MPSEOC to pay, please limit your expenses to around \$300-\$350.***
4. Coordinate participation (including arrival and departure times) with each attending high school. Please try to plan arrival and departure times to provide optimal traffic flow/crowd control at all times.
5. Submit all fair details to MPSEOC | Such as: site contact person, parking details, maps, safety requirements, recommendations, etc. will need to be shared with MPSEOC for promotion out to high schools, exhibitors, etc.
6. We will need a few extra helpers at the entrance of the fair. If you could find at least **2 extra helpers** from your school to help hand out bags and welcome cards to students the day of the fair that would be a huge help being that we will not have as many sponsors at the fairs due to our online registration of students for the Fairs and College Ca\$h Scholarships. Thank you
7. **Event Safety & Security.** As the area Fair Site Host, you agree to have full control of our site safety & security plan for your area fair. Your team has full control over the flow of traffic, event setup, event security, high school scheduling, safety requirements/recommendations, & overall onsite event management. Many thanks for all your team efforts to make this statewide service to students happen each year!

ON THE DAY OF THE FAIR

1. If possible, reserve a parking area and loading/unloading spot around the site.
2. Set up tables and other equipment (i.e. microphone) at site facility.
 - Please see the "Suggested Site Layout" diagram for guidance on how to arrange tables.
3. Assign tables for each participating institution by using the provided signs.
4. Distribute any necessary handouts for the representatives.
 - Note: Only the first site for each week will distribute MPSEOC material (*Welcome Card, Representative Evaluation, and Code of Ethics*). You may provide your own information for the representatives as well if you would like -- such as additional site instructions or fair programs.
5. Provide labeled boxes for each high school counselor to take with them from the fair (these boxes are used for "drop" boxes for information from colleges).
6. Provide hospitality for college representatives and high school counselors.
7. **Event Safety & Security.** During the event, your team has full control over the flow of traffic, event setup, event security, high school scheduling, safety requirements/recommendations, & overall onsite event management.
8. **Take attendance of participating institutions.** Report any missing or late institutions to Amy Leary, MPSEOC Executive Director.
9. Be available to answer any questions or concerns from representatives, high school counselors, or students.

AFTER THE FAIR

1. Clean up the site and recycle any leftover materials.
2. Submit any receipts for hospitality or equipment. **Please submit receipts for reimbursement no later than November 30 (necessary for fiscal year resolution).**
3. Report any fair violations (see the *Code of Ethics for Admission Professionals*) to Amy Leary in writing.
4. Provide any suggestions or observations about the fair to Amy Leary.

Thank you for all your team efforts to make this event a success and great, safe service for students.

MONTANA

FALL FAIRS SCHEDULE OF EVENTS | SEPTEMBER 2024

*Pending Safety Developments | *We will send a final schedule of events in August 2024.

EASTERN REGION

Day Date	Time	Host Institution, City Location
Monday September 9	12:30 p.m. – 2:30 p.m.	MSU-Northern, Havre @ College Gym
Tuesday September 10	9:00 a.m. – 10:30 a.m.	Glasgow High School, Glasgow @ High School Gym
Wednesday September 11	9:00 a.m. – 10:30 a.m.	Sidney High School, Sidney @ Gym
Wednesday September 11	1:00 p.m. – 2:30 p.m.	Dawson Community College, Glendive @ College Gym
Thursday September 12	8:00 a.m. – 9:30 a.m.	Miles Community College, Miles City @ College Gym
Thursday September 12	1:00 p.m. – 2:30 p.m.	Colstrip High School, Colstrip @ High School Gym

CENTRAL REGION

Day Date	Time	Host Institution, City Location
Monday September 16	9:15 a.m. – 10:45 a.m.	Montana State University, Bozeman @ Strand Union Ballrooms
Monday September 16	1:30 p.m. – 3:00 p.m.	Park Senior High School, Livingston @ Gym
Tuesday September 17	8:30 a.m. – 11:30 a.m.	MSU Billings, Billings @ Alterwitz Gym
Wednesday September 18	9:00 a.m. – 11:00 a.m.	Fergus County High School, Lewistown @ Fairgrounds
Thursday September 19	9:00 a.m. – 11:00 a.m.	University of Providence, Great Falls @ McLaughlin Center
Thursday September 19	1:30 p.m. – 3:00 p.m.	Conrad High School, Conrad @ Gym

WESTERN REGION

Day Date	Time	Host Institution, City Location
Monday September 23	9:00 a.m. – 11:00 a.m.	Montana Tech, Butte @ HPER Center Gym
Monday September 23	1:30 p.m. – 3:00 p.m.	Carroll College, Helena @ Gym
Tuesday September 24	8:45 a.m. – 11:15 a.m.	The University of Montana, Missoula @ University Center Ballroom
Tuesday September 24	1:30 p.m. – 3:00 p.m.	Hamilton & Corvallis High Schools @ Hamilton High School Gym
Wednesday September 25	10:00 a.m. – 11:30 a.m.	Polson High School, Polson @ High School Gym
Thursday September 26	8:15 a.m. – 11:30 a.m.	Flathead High School, Kalispell @ High School Gym





2024 Montana Fall Fairs

Site Host Contact Listing

EASTERN REGION FAIRS

Site Coordinator

HAVRE FAIR
Jim Potter
MSU-Northern
(406) 265-3536
potterj@msun.edu

GLASGOW FAIR
Amy Capdeville
Glasgow High School
(406) 228-2485
capdeville@glasgow.k12.mt.us

SIDNEY FAIR
Stacey Collins
Sidney High School
(406) 433-2330
scollins@sidney.k12.mt.us

GLENDIVE FAIR
Erica Milne
Dawson Community College
(406) 377-9419
emilne@dawson.edu

MILES CITY FAIR
Erin Niedege & Danielle Dinges
Miles Community College
(406) 874-6217
NiedegeE@milesc.edu
dingesd@milesc.edu

COLSTRIP FAIR
Jewel Davenport
Colstrip High School
406-748-4699 / # 4145
jewel.davenport@colstrip.k12.mt.us

CENTRAL REGION FAIRS

Site Coordinator

BOZEMAN FAIR
Mike Ouert & Anders Groseth
Montana State University
(406) 994-5411
mrouert@montana.edu
agroseth@montana.edu

LIVINGSTON FAIR
Abby Kinsey
Park Senior High School
(406) 222-9766
abby.kinsey@livingston.k12.mt.us

BILLINGS FAIR
Julie Pettitt, Kisa Young, & Kealy Dowd
MSU Billings
(406) 657-1741
Julie.pettitt@msubillings.edu
kisa.young@msubillings.edu
kdowd@msubillings.edu

LEWISTOWN FAIR
Teresa Vaughn
Fergus County High School
(406) 535-2321
Teresa Vaughn
teresa.vaughn@lewistown.k12.mt.us

GREAT FALLS FAIR
Katelyn Marsik
University of Providence
(406) 791.5210
katelyn.marsik@uprovidence.edu

CONRAD FAIR
Jeri Russell-Harris
Conrad High School
406.278.3285
Jeri.russell@conradschools.org

WESTERN REGION FAIRS

Site Coordinator

BUTTE FAIR
Angela Hoffman-Cooper & Shelby Baker
Montana Tech
(406) 496-4567
(406) 496-4754
ahoffmancooper@mttech.edu
sbaker3@mttech.edu

HELENA FAIR
Julia Malmo & Katie Burk
Carroll College
406-447-4386
jmalmo@carroll.edu
kburk@carroll.edu

MISSOULA FAIR
Kelly Nolin
The University of Montana
(406) 243-6266
Kelly.Nolin@mso.umt.edu

HAMILTON FAIR
Alexis Holland, Hamilton High School
Jennifer Gaston-Smith, Corvallis High School
(406) 961-3201
aholland@hsd3.org
jennifergs@corvallis.k12.mt.us

POLSON FAIR
Nicole Bonner
Polson High School
(406) 883-6350
nbonner@polson.k12.mt.us

KALISPELL FAIR
Kristin Bay
Flathead High School
(406) 751.3661
kristin.bay@sd5.k12.mt.us



MONTANA FALL FAIR SITE HOST AGREEMENT

STANDARDS & JOB DESCRIPTION

Updated . 2024

- **Site Host Initial Fair Confirmation |**
 - **Submit initial agreement to host this year's 2024 area College & Career Fair. Confirm that you have secured and saved room reservations for this event. Deadline: Mid-February**
- **Site Host Fair Details | Submit Online Form & Agreement | Please confirm your site details in the following form. Deadline: Mid-June**
 - **Montana College Fairs | IMPORTANT - Site Host Agreement Form** | Please take a minute to update your information and agree to the site host terms. This form has last year's information to make it easy to edit. This link will be emailed to you in the spring. Thank you!
 - **Important Reminder** | Please know if you have changes after you submit this form, that is no problem. You will be able to update this information up until your fair time, and it will instantly update for all attendees to see. Thank you!
- **Site Host Standards & Code of Ethics**
 - No Special Site Host Campus Promotions.
 - We ask all Site Hosts to remain as neutral and unbiased as possible, so it is a welcoming experience for all exhibitors from other campuses, agencies, etc. but also for all attending high schools. This includes for instance:
 - No (non-permanent) campus signage at the entry way of the fair in the fair hosted building/room.
 - No campus handouts/give-aways in or near the fair building/room.
 - No campus mascots in or near the fair building/room.
 - Site Host Fair Attendance
 - We ask all site hosts to be at their fair at least an hour and half before the fair starts to help with final setup, last minute changes, etc.
 - Representatives often arrive about an hour early, and we want to ensure the host is there to welcome attendees and answer questions.
 - Campus Fair Helpers / Volunteers
 - We ask all Site Hosts to manage their fair volunteers.
 - Make sure that your volunteers understand these standards and codes of ethics.
 - Make sure you have enough helpers to meet your campus / event safety standards.
 - The Site Host is responsible for ensuring that all campus fair helpers know and follow these standards and code of ethics too. Thank you!

MONTANA FALL FAIR SITE HOST AGREEMENT

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Updated . 2024

- **Important Site Host Safety Reminders**

- **Site Full Control** | Each site has full control over the fair setup, process, traffic flow, and safety of the event. If you would like to have exhibitors, students, etc. to wear masks, you are welcome to mandate that for your fair. If you would like to adjust the flow of traffic or how the fair is setup, you have full control. We realize that each site has its own campus safety plan and a "one-size-fits-all model" does not work for these large events. Therefore, each site will get to choose those details, restrictions, rules, etc., and we will enforce whatever specifications your team would like for your area fair.
- **Safety Flexible** | We also will be keeping in touch up until your fair to make sure there are no last minute changes with safety developments.
- **Fair Attendance** | We will have final exhibitor table numbers for you by the end of August.
- **Live Safety Updates:** Once again, we will offer a live safety online form for attendees to access at any time, and for you to have access to update at any time.

- **Site Host Job Description**

- Included in this packet. Please take a look to make sure you have all the steps to host your fair successfully. We are here to help you. Please reach out if you have any questions or need help.

- **Current Schedule of Fair Events**

- Included in this packet. Please let us know if you have any changes at this time, as we will be keeping all high schools, students, exhibitors, etc. updated with any adjustments. We will share this current schedule and keep sharing updates as things may adjust and/or as each site chooses.

- **Expanded Career Exploration Growth @ Fairs**

- **We need your help!** | We are working hard to expand career pathways and exploration at the fairs. We have always had career options at the fairs too, but we are working hard to grow this even more due to counselors, students, parents, and beyond requesting more.
- **Please share your career contacts:** We need your help collecting any local career / businesses that would like to connect with high school students in helping them develop and learn about career pathways. If you have any "career/business" contacts, would you email them to us asap, and we will help reach out to them. Thank you so much!
- **Other ideas** | Also, if you have any other ideas, please run with them for your fair! Please reach out with any questions and/or ideas. We are excited to share ideas together on this new growth and service to students!

- **High School Attendance** | Please preview this current listing in your live online form. Please let us know of any changes you hear of as we get closer to your fair time. Thank you!

- The High Schools currently scheduled to attend your site are included in the online live form. As of current, we have the included high school's typically attend your fair. In early August, we encourage you to reach out to your attending high schools to let them know of your plan for the fair as far as bus parking, time to attend during the fair block, safety recommendations and/or requirements, etc. We recommend sending an email and a phone call. Thank you for your team efforts!
- Please know we are here to help if you need any help or if this is your first time being the "Site Host Coordinator." Please call anytime.

MONTANA FALL FAIR SITE HOST AGREEMENT

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- **More Fair Details |** Throughout the summer and early August we will be sharing any major updates and final details. Preview last year's details @ <https://www.montanacolleges.com/college-fairs-site-coordinators.html>
 - [Safety & Security for the Fair](#)
 - [Total Number of Tables Needed For Each Fair - Coming end of August!](#)
 - [Ideas For Site Setup/Suggested Site Layout](#)
 - [Which Montana High Schools are scheduled to attend your fair & the HS Counselor Contact Directory](#)
 - [Participating Institutions \(for all regions\) - Coming end of August!](#)
 - [Counselor Directory](#)
 - [Code of Ethics for Admissions Professionals](#)
 - [& More](#)

- **Do you have questions? | Fair Site Host Live Q&A Session**
 - Please reach out anytime with questions. Amy.leary@montanacolleges.com / 406.531.3531.