

WCHSCR Fall Transfer Fair

BEST PRACTICES

For a Successful Transfer Fair

For HOST colleges:

- 1) Find a space that will accommodate the number of colleges scheduled for your fair and reserve it.
- 2) Contact each 4-year transfer institution on your schedule as soon as you can to confirm the date and time of your fair.
- 3) Read over the WCHSCR Fall Transfer Fair Guidelines to stay in compliance.
- 4) Provide each 4-year partner with the necessary directions to college, campus map, and parking requirements (parking pass, directions to handicap parking, location of event).
- 5) Market your transfer event:
 - a. Flyers
 - b. Monitors on campus
 - c. College Website
 - d. Event listings on campus
 - e. Visit classrooms: college success, English and math, etc...
(maybe special credit or part of class assignment)
 - f. Post in canvas with reminders
 - g. Send out targeted emails to transfer students
 - h. List out the schools coming
 - i. Combine with another event if possible
- 6) Communicate if there are changes as soon as possible.

- 7) Provide light refreshments for representatives if you can but not necessary.
- 8) Greet them warmly when they arrive and thank them as they are packing up.

For 4-YEAR colleges:

- 1) Confirm your participation as soon as possible after host site contacts you.
- 2) Review and follow WCHSCR Transfer Fair Guidelines limiting number of reps and appropriate swag.
- 3) Communicate with the site contact immediately if a cancellation or change is required.
- 4) Follow the parking requirements of the host site.
- 5) Bring written documents like program info, transfer process details, and application deadlines and details.
- 6) Wear a nametag and be engaged and friendly.
- 7) Bring a laptop to provide more detailed information to students.
- 8) Connect with advising if you have time and offer to leave information.

MOSTLY –

**Have a great time connecting our students
with transfer opportunities.**

THANK YOU