



## Utah High School Tour

### Opening Presentation Outline - 2011

*NOTE: The counseling staff, administration or even student leaders will welcome the students to the auditorium and then turn the time over to you.*

*The following is given as an outline of what must be covered during an opening presentation. You should be adaptable to location, time schedules and your audience. **PLEASE DO NOT END THE OPENING SESSION EARLY!** The other reps need the allotted amount of time to prepare for their presentations.*

My name is **(insert name)**, from **(insert institution)**. I am pleased to be here representing the Utah Council; an organization comprised of the recruiting, admissions, and high school relations offices of higher education institutions from around Utah. We also welcome a few out of state institutions with us today.

I would like to thank the administration and counseling staff for hosting us today and for all of the effort that goes into planning a day such as this.

Today we hope to provide you with information that will assist you in your search for continued education beyond high school. You should leave our visit today with a better understanding of the options that are available to you here in Utah, of what makes these institutional options unique, and how to make these opportunities affordable for you and your family.

This is the only time this year that a representative from each of these institutions will be gathered in one place for you to meet and ask questions. These representatives are experts about their campuses. They sit on admissions and scholarship committees and look forward to helping you make the best choice possible for your continued education.

Now let me introduce the representatives here today before we excuse them to go and prepare for your individual visits. Please hold your applause until we have introduced everyone:

*NOTE: Use the Opening Presentation Contact Sheet for introductions. Please announce as written on the page when saying what type of institution, no exceptions.*

- ✓ From **(Institutional Name)**,
- ✓ a **(type of school)**,
- ✓ Located in **(city and state)**.
- ✓ **(Representative's Name)**

We will now dismiss the representatives.

#### **Dismiss the representatives with a round of applause.**

We are now going to watch a short video entitled "Beyond High School". In it you will see how to make college affordable for you and your family. This video will also discuss the various educational opportunities available for you here in the state of Utah. After we are finished here, you will have the opportunity to select three (3)

institutions to visit and attend a **(insert minutes)** presentation to learn more about your opportunities at that institution.

SHOW VIDEO

*Adjust the following according to time left in the opening and be sure to dismiss them at the designated time.*

As you entered this presentation today, you should have been given a Guide Booklet. This is a valuable resource. It contains a page for each of the institutions represented today, with deadlines, requirements, costs, and most important, contact information. I'd like to draw attention to some of the pages in the book:

Pages 11-36 contain information on the individual colleges/universities.

Turn to pages **37-38 (Facts-at-a-Glance)**

Here you will find a simplified reference including the costs deadlines, and important dates for each of the institutions in the booklet.

Turn to pages 39-40 (Folks-at-a-Glance)

These pages list contact information for individuals at all the institutions in the state. You can use this if you have questions and need to contact a specific department.

Turn to pages **43-49**

These pages give you helpful information on how to pay for college including scholarships and the Federal Financial Aid Process. There are reminders on grants, work study and loan programs.

As we dismiss from this opening session, you will have the opportunity to visit with three (3) institutions and hear a short presentation about their programs, requirements, and the opportunities available for you. Please move quickly between sessions to ensure that you have the most time possible to gather this information.

After the third session, representatives will be clearing up their rooms and will be available for a few minutes if you have additional questions, or want to fill out an interest card or gather information from more schools than those you were able to visit during the formal sessions.

Thank you for your attentiveness and best of luck in this decision process.

You are now excused to go to your first session.