

Higher Education Day Checklist



TO DO LIST

- Create a flyer to promote your Higher Education Day to seniors and their parents. Use the FREE flyer creator at www.utahcouncil.org. Visit the Information link.
- Reserve the main auditorium and necessary rooms, if not already done.
- Reserve a microphone and screen for the Opening session in the auditorium. Also make arrangements for any personnel needed to run the equipment.
- Arrange for staff or student aides to hand out the "Senior Guide Books" at the door as the students enter the auditorium.
- Create an agenda for the day. Try using the FREE agenda creator at www.utahcouncil.org. Visit the Information link.
- Reserve and arrange rooms for the following unless otherwise notified by a representative for the institution.

Brigham Young University
Dixie State College
LDS Business College
Salt Lake Community College
Snow College
Southern Utah University
University of Utah
Utah College of Applied Technology
Utah Valley State College
Utah State University
Utah State University - Eastern
Weber State University
Westminster College

*Brigham Young University - Idaho
*Colorado Mesa University
*Western Wyoming Community College

*May not have a representative at each location

AGENDA

- ➔ The representative responsible for delivering your "senior guide books" and providing the opening presentation will arrive 45-60 minutes early to confirm arrangements. They should also contact you in late August or early September to make all arrangements.
- ➔ All other representatives should arrive 30 minutes prior to the start of the opening presentation. Please make sure all seniors are ready to begin on-time.
- ➔ Please provide signs outside the room of each college represented.
- ➔ You may want to have the principal, a counselor, or the Student Body President welcome students and introduce the representative in charge of the opening session.
- ➔ After the opening session, students will be excused to attend [3] different sessions presented by the Utah Council Institutions. These usually last 35 minutes each. Please do not invite any other schools to participate that are not members of the Utah Council. If any out-of-state schools will be in attendance, they should notify you.

Thank you for all your time and efforts!

If you have questions, please do not hesitate to contact your local Higher Education representative, or: Fran Hopkin, 2011 Utah Council Tour Coordinator @ franhopkin@weber.edu

If you have instructions on parking, or other instructions for the Higher Education representatives, please contact Fran Hopkin.