

NOTES:

SCHOOL

Date Contacted

Contact Name

MAKE SURE TO MENTION:

- ➔ Are we scheduled in the auditorium? We will need a microphone, screen, and appropriate cords to hook into your sound system.
- ➔ The Utah Council has created several tools on the website to help you create a flyer promoting your Higher Education Day and an agenda for the day. You can access it at www.utahcouncil.org under the information link.
- ➔ Check to see if your school has paid their membership fee [www.utahcouncil.org] and encourage them to send their payment prior to the high school tour.
- ➔ Find out if there are any special instructions that need to be passed on to other members of the Utah Council. [if so please let Fran know ASAP]

Notes:

- ➔ Review the agenda for the day and make sure the date & time are correct with the Utah Council website. Schedule a time to meet them on the day of the tour.

Additional Notes:

Hole punch and put in your Utah Council binder as a reference!

High School Contact Checklist



Thank you for taking the time to contact your schools. A little work up-front will make for a smoother day!

If there are any changes or information to share please contact Fran Hopkin at WSU ASAP. We'll then get it posted to the website as quickly as possible.

Fran Hopkin, 2011 Utah Council Tour Coordinator
If you have instructions on parking, or other instructions for the Higher Education representatives, please contact Fran Hopkin at franhopkin@weber.edu.