



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Enrollment Services

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Université des Acadiens

MEMO

TO: Campus Organizations

FROM: Kaye Choate, Admissions Counselor, Enrollment Services

DATE: January 12, 2012

RE: Participation in Preview Day Expo

It is that time of year to start planning for hundreds of high school students and their parents who will be visiting UL Lafayette on **Saturday, February 25, 2012** for our Fall Preview Days. This event has been and continues to be one of our largest recruitment events held all year. The Preview Day Expo begins the day's events. The fair is from **8:00am- 9:00am** in the Student Union Ballroom. However, organizations are asked to have their information table set up by **7:30am** to be ready for those early arrivals!

Our primary objective is to pique interest of these students in hopes that they will choose UL Lafayette as their place of study. The best way to achieve this is through a large turnout of campus organizations to create a lasting impression on the participants. We encourage you to have informational brochures, literature, or any "TOYS" you may have at your table to distribute to students who are interested in your organization. This is an excellent opportunity to recruit new members.

In order to reserve a table simply click the link to fill out the [Expo Registration Form](#) or fill out the enclosed registration form and return it to the French House by **Friday, February 17, 2012**. If you have any questions, please email me at kaye@louisiana.edu, or call me at 482-5923.

Thank you in advance for your participation and cooperation. I look forward to seeing you there.

Spring Preview Day 2012 Expo Participation Form

Yes, I will represent UL Lafayette on **Saturday, February 25, 2012** from 8:00 AM – 9:00 AM.

No, we will not be able to attend these events.

Note: Organizations **must** be set up by 7:30 AM. Timeliness is of the utmost importance; organizations not set up by the correct time will not be allowed to have a table.

Name of Organization: _____

Organization mailing address: _____

Contact Person: _____

Contact person home phone number: _____

Contact person secondary phone number: _____

Contact person email address: _____

Please return to:

**Kaye Choate
Enrollment Services
French House
Fax: 482.1112**

PREVIEW DAY 2011 GUIDELINES

1. All forms indicating participation must be completed by **Friday, February 17, 2012**.
2. All display tables should be set up by **7:30 AM** on **Saturday, February 25, 2012**
3. Please limit the representatives at your display to a few. Representatives should stand behind the table to which they are assigned.
4. Allow students to approach your display and do not coax students away from another organization's table.
5. Displays should never be unattended; at least one member must remain until 9:00 AM.
6. Keep in mind that your organization represents the university. Please be open to **all** Preview Day participants.
7. Please indicate if electricity will be needed for your display so that you will be positioned correctly; changes will not be made the morning of the event. Please bring your own extension cord.
8. At the close of the expo, you will be advised by a Preview Day organizer to break down your display, do not break down until you are advised to do so and remember to clean up your area when you leave.
9. If you have questions, concerns, or comments, please feel free to contact **Kaye Choate** at **482-5923** or email kaye@louisiana.edu.