

Adjust this timeline if your event is outside the official *Apply2College* dates.

AUGUST

- Reserve the computer lab – or a room to set up a computer lab.
 - Recruit a planning team and discuss event implementation and [pre-event activities](#).
 - Recruit volunteers to help seniors complete applications (school staff, retired school counselors or teachers, business leaders, college admissions representatives, etc.).
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SEPTEMBER/OCTOBER

- Ask seniors to research colleges and select 2-3 they want to apply to. Encourage them to:
 - Use [College Profiles](#) at [EducationQuest.org](#).
 - Attend a [College Fair](#) or [Educational Planning Program](#).
 - Schedule campus visits.
 - Talk to college reps who visit your school.
 - Give seniors the [College Application Checklist](#) to help them prepare.
 - Review [College Admission Guidelines](#) to learn admission criteria at Nebraska colleges.
 - Identify and meet with students eligible for application fee waivers to discuss the process.
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TWO WEEKS BEFORE EVENT

- Confirm event location and access to computers.
 - Provide volunteers with final details (date, time, assignments, parking).
 - Hang your *Apply2College* banner in a prominent area of the school.
 - Invite local media to cover your event.
 - Remind students that the event is coming up, and that they will need to:
 - Know which college(s) they want to apply to.
 - Be prepared for application fees unless they qualify for a fee waiver.
 - Bring finalized essays or personal statements (if required) to the event on a flash drive or as an email attachment they can access.
 - Gather items on the [College Application Checklist](#).
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DURING EVENT

- [Check in students](#) and explain the college application process to them.
 - Ensure students sign out and report the number of applications they submitted and to which colleges.
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AFTER EVENT

- Store your *Apply2College* banner for next year.
- Send student transcripts to colleges as needed.
- Submit program information to EducationQuest and complete the evaluation.
- Remind students to complete the FAFSA.