

EVENT PLANNING

- Reserve the computer lab – or a room to set up a computer lab.
 - Consider implementing some [pre-event activities](#).
 - Recruit volunteers to help seniors complete applications (school staff, retired school counselors or teachers, business leaders, college admissions representatives, etc.).
 - Ask seniors to research colleges and select 2-3 they want to apply to. Encourage them to:
 - Use [College Profiles](#) at [EducationQuest.org](#).
 - Attend an Educational Planning Program or an EducationQuest [Virtual College Fair](#).
 - Review [College Admission Guidelines](#) to learn admission criteria at Nebraska colleges.
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TWO WEEKS BEFORE EVENT

- Confirm event location and access to computers.
 - Hang your *Apply2College* banner in a prominent area of the school.
 - 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

- Explain the college application process to students.
 - 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.
 - Submit program data information to EducationQuest.
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QUESTIONS?

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